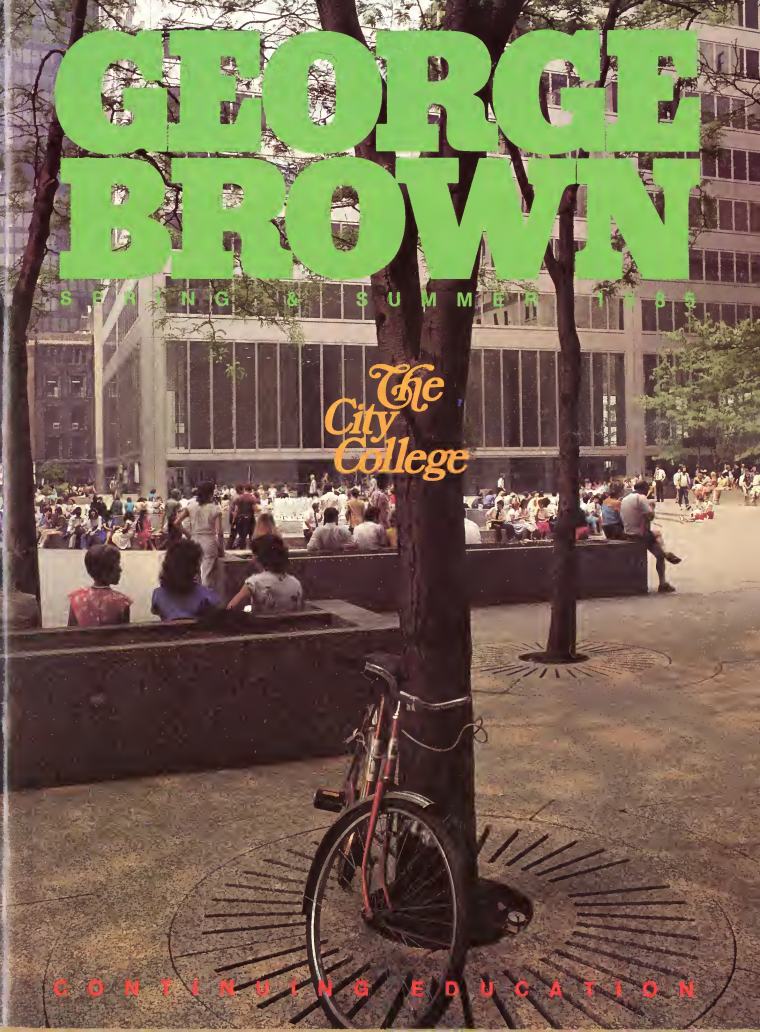
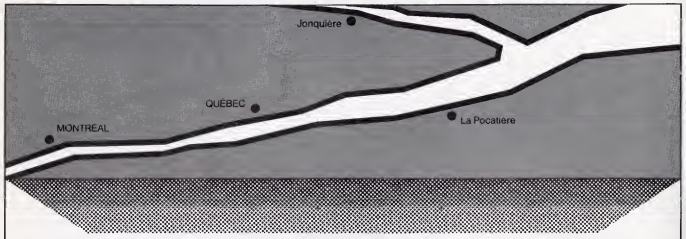

GEORGE BROWN
SPRING & SUMMER 1984
The City College
CONTINUING EDUCATION



IMMERSION PROGRAMS IN QUEBEC

La Pocatière
The French Centre offers two French Language Summer Immersion Programs in La Pocatière, a town of 6,000 located on the south shore of the St. Lawrence River, 130 kilometres east of Quebec City.

The first of our two programs is offered to Ontario French teachers who want to spend six weeks in an immersion setting. Some candidates will bring their families, some will come by themselves. The six-week program offers French classes, workshops, evening activities and weekend excursions. Candidates must have attained a strong intermediate or advanced level of fluency.

Applicants are eligible for a bursary from the Secretary of State through the Ministry of Colleges and Universities.

The second program is offered to full-time students who have completed grade 12 or its equivalent.
The six-week program includes classes, workshops, many activities, and excursions to Québec, Pohénégamook or le Comté de Charlevoix. We teach all levels, from beginners to advanced, and encourage students to use French in all communication in class, in town and on excursions. Students are eligible for a bursary which covers most expenses.

Jonquière
We also coordinate French language courses in Jonquière, located in the beautiful Saguenay-Lac St-Jean region. Courses last one, two or three weeks. Learners take courses during the day and live with French-speaking families. Anyone interested in full immersion in a Québécois milieu should apply.

For further information on how to apply, please phone the French Department at 967-1212, ext. 4388 or 4389.

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.
The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4280

E-164

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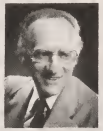
Cours en français: voir page 39.

President's Message



The summer months have traditionally been the time to relax and take things easy. With the warmer weather come holidays, outdoor sports, picnics and barbecues.

More and more people are also finding that summer is a perfect time to develop their leisure interests, explore new hobbies, or hone their working skills for the busier months ahead.

George Brown is responding to these needs with an increasingly diverse offering of courses in our Spring/Summer term.

In this course directory you'll find practical courses in computers, business and health, leisure courses in antiques, fashion and fine arts, and the pure recreational fun of bicycling and tennis. You'll also find new courses in gardening, photography and acting.

You may find, like so many other people, that learning new skills, developing old hobbies and interests, or discovering new ones, can add an enjoyable dimension to the coming months.

D.E. Light
President

George Brown College Board of Governors

Mr. Bruce Bone *(Chairman)*
Mr. Marvin Gerstein *(Vice-Chairman)*
Mr. Donald E. Clune
Mr. Andrew Faas
Mr. James Farley
Mrs. Ellen McLean
Mr. William Reno
Mrs. Anita Ross
Mr. Robert Spencer
Mr. Doug Light *(Secretary-Treasurer)*

How to Register

George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

- Register at the campus where the course will be offered.
- Check the back cover of this directory for the campus' office hours.
- Bring along your social insurance number.
- You can pay by cash, money order, personal cheque or VISA.
- Post-dated cheques are not accepted.
- Full payment is due at the time of registration.

Mail Registration

- You can use the mail-in registration form on page 53.
- Include full payment (tuition and material fees) by money order or personal cheque.
- The name of the campus where the course will be held must appear on both the registration form and envelope.
- Mail the completed form and payment to:

Admissions Office, Part-time Courses
(Insert campus name here)
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Mail-in registrations should be received by the College at least two weeks before the course starts.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into class, for income tax purposes, and for transfers or withdrawals.

Mail-in registrants will receive their receipts at the first scheduled class of their course.

Duplicate or replacement receipts will not be issued.

Materials fees are not eligible for tax deduction purposes.

Confirmation of Registration

Students who register in person will receive confirmation when they register.

If you register by mail, simply go to the first evening of class. If the class you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.

Room Location

On the first night of class, you will find room locations posted in the main lobby of the campus where the course is being held.

If you need help finding a room, go to the Campus Admissions Office.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate, however some changes may take place from the time of publication.

Admission Requirements

Canadian citizenship or permanent resident status is required. Foreign students with Student Authorization and special permission may be considered — ask at the Campus Admissions Office.

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8.30 a.m. to 4 p.m.

For appointments after 4 p.m. phone 967-1212, ext. 2286.

Certification

Many of the courses in this calender can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the Counselling Department at your campus.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs.

Grades/Credits

Graduates will receive a certificate including a short description of the course approximately one month after the course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status. The system used will depend upon the type of course or program chosen.

Transfers

Requests for course transfer will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a refund.

Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for a charge of $5.00 per scheduled class to a maximum of $10.00, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes. Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes.

Please allow four weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

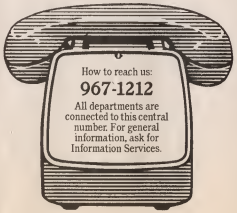
George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.

A full refund will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

The course termination date may not correspond to the actual end of the course because statutory holidays are not considered in the calculation.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus), 967-1212.


How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.

For your convenience, the bookstores are open in the evening during the first two weeks of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Foreign Students

Students who are not Canadian citizens or permanent residents need permission to register from Employment and Immigration Canada. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. The TTC provides excellent service to each campus.

We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 484-4544.

WE'RE OPEN TO

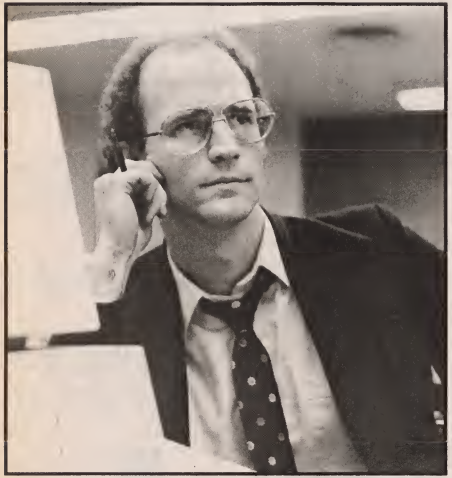
Suggestions

Have an idea for a new part-time course? Think you could teach others one of your special skills or hobbies?

We're always looking for new course ideas and potential instructors.

Call the Continuing Education and Marketing Division at

967-1212,
ext. 3239 or 3241,
to discuss your course proposal.



Certificate Programs

George Brown's Business Division offers a number of Part Time Certificate Programs.
These Programs comprise of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs.

Certificate Programs are available in:
- Accounting
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Basic Museum Studies
- Business Management Studies
- Managing Productivity Improvement

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed.

Register for all part-time business courses at St. James Campus, 200 King St. E., east of Jarvis.

Certificate in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field.
However, the program is also valuable to all persons interested in a general career in business administration.
Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 elective

Compulsory for Accounting
ACC 100X — Introduction to Accounting
ACC 102X — Accounting II
ACC 202X — Cost Accounting I
EC 903—Economics

Electives for Accounting
BUS 900-A Business Management I
BUS 900-B Business Management II
ENG 201X English and The Business World
OMDP 902-A Ontario Business Law I
OMDP 902-B Ontario Business Law II
EDP 900 Introduction to E.D.P.

Certificate in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives.

Compulsory
BUS 900-A Business Management I
BUS 900-B Business Management II
MARK 100X Marketing
ACC 100X Accounting I

Electives
EDP 900 Introduction to Data Processing
ACC 102X Accounting II
ACC 202X Cost Accounting I
ENG 201X* English and The Business World
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II
OMDP 907 Effective Supervision—Human Relations
EC 903 Economics

Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.
Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.
Students are expected to complete the program within a maximum of 3 years.
Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory
TYP 905 Advanced Typing
SHP 900A&B Pitman Shorthand—Theory
SHP 901** Pitman Shorthand—Speed
ENG 201* English and the Business World
RM 900 Introduction to Records Management

Electives
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II
EDP 900 Introduction to Data Processing
MARK 100X Marketing
BOK 552X Bookkeeping
RM 901 Advanced Records Management

Certificate in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.
Persons aspiring to management positions in these areas should find this program particularly helpful.
The six course certificate program consists of the following:

Compulsory
RM 900 Introduction to Records Managment
RM 901 Advanced Records Management

Electives — Choose a minimum of two
RM 902 Forms Management
RM 903 Manuals Management
MICRO 900 Microfilm for Your Business
FORM 900 Procedural Analysis
FORM 901 Forms Design
BUS 800 Archives Management

Choose a maximum of two courses from the general Business and Commerce offerings.

Certificate in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers.
The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.
The program is anything but theoretical. Lecturers are chosen from business and will bring vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare students for practical application of their knowledge.
The six-course certificate program consists of the following:

Compulsory
MARK 100X Marketing—Introduction to
MARK 205X Marketing Management I
MARK 904 Advertising—Introduction to
MARK 905 Retail Management— Introduction to

Electives
MARK 202X Marketing Research and Information Systems
MARK 903 Industrial Marketing
LAW 900 Marketing Law
MARK 906 Consumer Behaviour

Certificate in Accounting

Compulsory

Accounting I — ACC 100X

Prerequisite: BOK 552X or equivalent. Proof must be exhibited at time of registration. Acceptable proof is: Certificate of Completion of BOK 552X or a letter from present employer stating present experience and/or duties.
This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

Tues. & Thurs., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency pg. 8.
April 23 to June 27

Accounting II — ACC 102X

Prerequisite: ACC 100X or equivalent. This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis:

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
See equivalency pg. 8.
April 22 to June 26

Cost Accounting ACC 202X

The course is designed for students with an accounting standing equivalent to ACC 100X and 102X, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
April 22 to June 26

Economics EC 903

Course Content: Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance, Civics, organizations of federal, provincial and municipal governments.

Mon. and Wed., 6:30 to 9:30 p.m. St. James Campus
84 hours Fee: $84.00 and purchase of text.
See equivalency pg. 8.
April 22 to July 24

Electives

Business Management I BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview.

Wed., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
and purchase of text.
May 1 to July 3

Ontario Business Law I (79-051—79-060) OMDP 902A

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Wed., 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
See equivalency pg. 8.
April 24 to June 26

Business Management II BUS 900B

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns; business and government, international corporations, business in the future.
Case studies for each major topic.

Tues., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 Materials: $5.00
April 30 to July 29

Introduction to Data Processing EDP 100X

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimensional and two-dimensional arrays, top-down design, built-in functions.

Mon. & Wed. or Tues. & Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 22 or 23 to June 26 or 27

R.I.A. — Society of Management Accountants

The Society of Management Accountants, "The R.I.A.'s" offer a full program of courses at George Brown College, St. James Campus, leading to the Professional Management Accounting Designation — RIA. Professional accreditation as an RIA management accountant is earned by successfully completing (or receiving exemption from) the examinations based on the academic program. Applicants must also demonstrate an ability to apply that knowledge through a minimum of two years related work experience. This is usually accomplished by students while they are completing their R.I.A. Studies. Further information can be obtained from the St. James Campus, 200 King St. E., or from the Society at. Ste. 910 — 20 Victoria St., Toronto, Ontario M5C 2N8, Telephone: 363-8191. Registrations taken at: 20 Victoria St., Suite 910. Courses held at: St. James Campus, 200 King St. East.

R.I.A. Courses

SPRING SEMESTER 1985 Week of April 1

Commercial Law: Tuesday/Thursday
Organizational Behaviour: Wednesday
Economics: Tuesday
Communications & Case Analysis: Tuesday/Wednesday
Intermediate Accounting II: Wednesday/Thursday
Quantitative Methods II: Thursday
Data Processing: Tuesday
Taxation: Tuesday/Thursday
Internal Auditing: Wednesday/Thursday

C.G.A./S.M.A. Exemptions

The courses listed below have been granted exemptions by C.G.A. & S.M.A. as noted. An average grade of B is required to obtain exemptions. This Exemption Policy will apply as long as course content is acceptable to the associations.

Our Course #	C.G.A. #	R.I.A. #
Acc 100x & 102x	Acctg 101	Intro. Acctg.
OMDP 902 A & B	Law 108	Commercial Law
EC 903	Economics 104	Economics

Certificate in Business Management

Compulsory

Marketing MARK 100X

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 and purchase of text.
April 22 to June 26

Business Management I BUS 900A

For course description, see page 8.

Business Management II BUS 900B

For course description, see page 8.

Accounting I ACC 100X

For course description, see page 7.

Introduction to Data Processing EDP 100X

For course description, see page 8.

Accounting II ACC 102X

For course description, see page 7.

Cost Accounting ACC 202X

For course description, see page 8.

Ontario Business Law I (79-051—79-060) OMDP 902A

For course description, see page 8.

Economics EC 903

For course description, see page 8.

Effective Supervision—Human Relations OMDP 907 (75-01)

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communication, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs., 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
April 25 to June 27

Certificate in Secretarial Practice

Compulsory

Typewriting III (Advanced) TYP 905

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests.

Tues. & Thurs., 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $25.00
and purchase of text.
April 23 to June 27

Pitman Shorthand Theory I SHP 900A

Prerequisite: Grade 12 English or equivalent, 45 w.p.m. in typing.
Course Content: Introduction to theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 72 hours Fee: $72.00
and purchase of text.
April 23 to July 11

Pitman Shorthand Theory II SHP 900B

Prerequisites: SHP 900A or acceptable background determined by test.
Course Content: Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 72 hours Fee: $72.00
and purchase of text.
April 23 to July 11

Pitman Shorthand — Speed Development SHP 901

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
**Can be waived if student attained 100 w.p.m. in SHP 900.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short forms and phrases; practise in transcribing notes at the typewriter in acceptable, mailable form.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 60 hours Fee: $60.00
and purchase of text.
April 23 to June 27

Electives

Ontario Business Law I (79-051 — 79-060) OMDP 902A

For course description, see page 8.

Introduction to Data Processing EDP 100X

For course description, see page 8.

Bookkeeping I BOK 552X

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.

Mon., 6 to 8:30 p.m. plus 2 Sat. — 4 hr. sessions
St. James Campus
50 hours Fee: $50.00 and purchase of text.
April 22 to July 22 or May 20 to August 19

Marketing MARK 100X

For course description, see page 9.

Certificate in Marketing

Compulsory

Marketing MARK 100X

For course description, see page 9.

Introduction to Advertising MARK 904

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising — headline, layout, illustration and copy.
This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.

Wed., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
May 1 to July 31

Introduction to Retail Management MARK 905

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms. Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Thurs., 6 to 9 p.m. St. James Campus
42 hours Fee: $70.00 and purchase of text if required.
April 25 to July 25

Marketing Management I MARK 205X

Prerequisite: MARK 100X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Thurs., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text if required.
April 25 to July 25

Electives

Industrial Marketing MARK 903

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.
The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Wed., 6 to 9 p.m. St. James Campus
42 hours Fee: $79.00 and purchase of text.
April 24 to July 24

Marketing Law LAW 900

This course will introduce the student to the legal system as it pertains to marketing.
Major topics covered in the course are: federal and provincial jurisdiction; the law and the various forms of business; marketing contracts; the matter; credit; regulation of sales and competition, negligence and product liability; contracts and torts that the marketer should be aware of.

Thurs., 6 to 9 p.m. St. James Campus
42 hours Fee: $95.00 and purchase of text. if required.
May 2 to August 1

Marketing Research and Information Systems MARK 202X

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Tues., 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00 and purchase of text.
April 30 to July 30

Consumer Behaviour MARK 906

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour; attitudes and beliefs — can they be changed by advertisements?

Mon., 6 to 9 p.m. St. James Campus
42 hours Fee: $74.00 and purchase of text.
April 29 to July 29

Retail Advertising Copy Writing MARK 902

Prerequisite: Retail advertising copywriting and/or practical experience.
The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and poster. Term project entails creating a complete advertising compaign using all media covered in this course.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $105.00 and purchase of text if required.
April 30 to July 2

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $30 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $24.

REGISTRATION
Deadline: April 1/85

Principles and Practice of Insurance INS 911

Introducing the Insurance business; the organization and operation of Insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note: This course is a prerequisite for any other A.I.I.C. subject.

Mon., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00 and purchase of text.
April 15 to July 1

Insurance on Property I INS 912

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Wed., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00 and purchase of text.
April 17 to July 3

Insurance on Property II INS 933

Prerequisite: INS 911, 912.
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating: fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Tues., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00 and purchase of text.
April 16 to July 2

Insurance on the Person INS 934

Prerequisite: INS 911.
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems. Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Wed., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00 and purchase of text.
April 17 to July 3

Insurance Against Crime INS 935

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Tues., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 16 to July 2

Business Interruption INS 940

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Mon., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Personal Lines Production INS 971

The insurance business — an overview; definitions and explanations; organization of the insurance business. Sales — an introduction; selling individual selling skills. Legal background; jurisdiction — federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

Thurs. 5:30 to 8:30 p.m. St. James Campus
Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

Insurance Against Liability INS 913

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

Insurance Accounts and Finance INS 916

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods interrelationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 17 to July 3

Claims I INS 918

An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party: property; first party claims: commercial property: Third party claims; documentation: property claims; aids to implementing adjustment.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Claims II INS 946

Principles governing settlement; preserving the evidence; general liability claims professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation, settlement negotiation, and claim termination; civil procedure.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

Building Construction/ Fire Protection and Basic Hazards INS 936

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combusion — as well as to volatility and flammability.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 17 to July 3

Automobile Insurance INS 914

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F.I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws: highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 16 to July 2

Commercial Lines Production I INS 97

Introduction to Risk Management; commercial accounts; exposure identification and analysis; case studies; property insurance; business interruption and package policies.

Mon. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Casualty Covers INS 943

Prerequisite: INS 911
Glass Insurance - policy coverage, underwriting, claims; surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commerical credit insurance.

Thurs. 5:30 to 8:30 p.m. St. James Campus.
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

Industrial Process Hazards INS 937

Prerequisite: INS 911, INS 936.
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

Bodily Injury Claims INS 932

Prerequisite: INS 911, INS 915
Course Content: Investigtion and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

Casualty Loss Prevention INS 938

Course Content: Owner's landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and schools, day nurseries and school camps elevator liability. Manufacurers' and contractors' liability. Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults; robbery.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 16 to July 2

General Insurance Essentials — Part 1 INS 981

This couse is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada
Note: No course other than INS 950B may be taken concurrently with this course.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 18 to July 4

General Insurance Essentials — Part II INS 982

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note: No course other than INS 981 may be taken concurrently with this course.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $74.00 Materials: $10.00
and purchase of text.
April 16 to July 2

Basic Broker Registration (General Lines Insurance) INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening course is equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO: Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
66 hours Fee: $131.00 Materials: $160.00,
RIBO Examination Fee: $35.00
April 16 to June 27

Computer Studies

Introduction to Data Processing EDP 100X

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimensional and two-dimenstional arrays, top-down design, built-in functions.

Mon. & Wed., or Tues. & Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 22 or 23 to June 26 or 27

Cobol I EDP 101X

Prerequisite: EDP 100X or equivalent. Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Tues. & Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 23 to June 27

Cobol II EDP 200X

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 23 to June 27

Microcomputers in Business EDP 800

Prerequisite: Familiarity with Microcomputers, and general business procedures and bookkeeping.
Course Content: Microcomputers are used in myriad activities ranging from typical applications such as printing mailing labels, creating personalized letters on a word processing system, and handling general ledgers, accounts receivable, accounts payable, order entry, and inventory control tasks, to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehensive information.

Sat. 9 a.m. to 1 p.m. or 2 to 6 p.m.
St. James Campus
44 hours Fee: $89.00 Materials: $8.00
April 20 to June 2

Introduction to dBASE II PRGM 994

This hands-on course will be of interest to beginners and self-taught users. You will learn the capabilities, limitations and constraints of the system as well as the key commands, and how to construct and use dBASE II applications.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $5.00
May 27 to June 24

Computer Literacy (An introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Wed. 5:30 to 8:30 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $10.00
and purchase of text.
April 24 to May 22

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00
and purchase of text.
April 23 to June 27

For more information on computer courses in the Business Division, call (416) 967-1212, Ext. 3289/90.

For more courses in computer studies, see the Comptuer Studies section of this calendar.

Typing

Typewriting (Beginning) TYP 901

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $10.00
and purchase of text.
April 22 to June 26

Typewriting II (Intermediate) TYP 903

Prerequisite: 20 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centring and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $20.00
and purchase of text.
April 22 to June 26

Typewriting III (Advanced) TYP 905

For course description, see page 9.

La Dactylographie en Français TYP 906

For course description, see page 40.

Word Processing

Word Processing I WORD 201X

Prerequisite: Grade 12 English and 50 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system".

Wed. 6 to 9 p.m. or Sat. 9 a.m. to 1 p.m. or 1:15 to 5:15 p.m. St. James Campus
30 hours Fee: $131.00 Materials: $10.00
April 17 or 20 to June 12 or 15
June 19 or 22 to August 21 or 24

Intermediate Word Processing WORD 800

Continued training on the Wang System.
Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $131.00 Materials: $10.00
April 15 or 18 to June 10 or 13

Advanced Word Processing WORD 801

Prerequisite: Internediate Word Processing.
This course continues training on the Wang System. Topics include: Glossary Design to Perform Edit Functions, Mathematical Functions Using Accumulators, Mathpak Glossaries, Transfer Control From One Glassary Entry to Another Glosssary Entry. Demonstrations include: Generator, The Index Generator Function, Format Modification Function, Super Global Replace Function and Document Compare Function.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $131.00 Materials: $10.00
April 23 to June 18

Training in Business & Industry (TIBI)

Your company may be eligible for funds to train your staff. Training in Business and Industry, better known as TIBI, is a provincial government program administered by the Ministry of Colleges and Universities.
Co-operative programs between colleges and businesses for staff training are fundable in whole or in part through TIBI.
George Brown's TIBI training consultants can help identify the kind of training your employees would most benefit from, develop the courses and hire qualified instructors.

For more information about TIBI
call George Brown College at
362-2471.

Word Processing Concepts WORD 113X

Course Content: This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $5.00
and purchase of text.
April 25 to June 27

Traitement de textes WORD 900

For course description, see page 39

Shorthand

Shorthand — Refresher Course SH 900

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
84 hours Fee: $84.00 and purchase of text.
April 30 to August 1

Legal Office Procedures

Legal Office Procedures Part I OP 206X

Course content: In addition to development of typing skills, this course focuses on the varied duties invovled in running a legal office. Emphasis is placed on the thorough understanding and accurate preparation of the correspondence and documents involved in the various facets of law covered.

Tues. & Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $15.00
and purchase of text and workbook.
April 23 to June 27

Ontario management development program

designed for
OWNERS
MANAGERS
SUPERVISORS
ENTREPRENEURS

Ontario Management Development Program (OMDP) courses:
- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Colleges and Universities, to recognize your achievement on completion of basic programs.

Co-ordinated by the Ministry of Colleges and Universities in co-operation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank. Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.

Register in one or more courses in the same term and select the courses in the sequence outlined below.

For more information, please call 967-1212, ext. 3289.

Certificate Category:
Business Management Studies

Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "H", or from non-OMDP, College-approved related courses:

Group A:	Business Management/General
72-07	OMDP922 Management for Results
82-09	OMDP930 Management by Objectives and Results
80-08	OMDP931 Successful Small Business Management

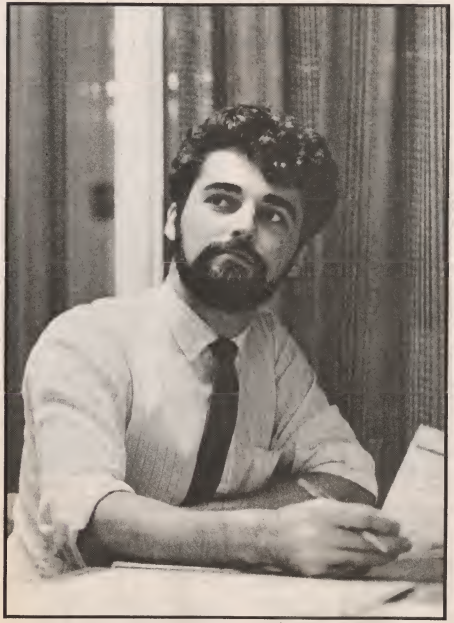
Group B:	Financial Control
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
82-01	OMDP925 Fundamentals of Financial Management
FT-1	
68-01	OMDP916 Credit & Collections
76-02	OMDP909 Management Approach to Credit & Collections

Group C:	Marketing
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operate a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

Group D:	Production
72-06	OMDP938 Job Enrichment for Administration
75-04	OMDP940 Effective Supervision – Production
75-03	OMDP908 Effective Supervision – Administration

Group E:	Personnel Management and Labour Relations
75-01	OMDP907 Effective Supervision – Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision – Communications

Group H:	Electives
77-10	OMDP914 How to Start a Small Business
82-08	OMDP943 Taxation, Your Business & You
82-06	OMDP944 The Basics of Small Computer Systems
78-001 to 78-072.	OMDP900 Management Functions for Supervisors
72-01	OMDP945 Effective Supervision – Construction
75-08	OMDP946 Municipal Management for Results
73-03	OMDP947 Effective Supervision – Administration for the Public Service



Certificate in Business Management Studies

Management Functions For Supervisors OMDP 900

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.
Course Content: The role of the supervisor; Management process; an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Thurs. 6 to 8:30 p.m. St. James Campus
25 hours Modules: $15.00 each (if taken separately) Fee: $25.00 Materials: $25.00
April 25 to June 27

Ontario Business Law I (79-051 – 79-060) OMDP 902A

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies, OR half credit toward "LAW 200" offered in the day program.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Materials: $25.00
See equivalency Pg. &
April 24 to June 26

People Management: Tools and Techniques (73-60) OMDP 906

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Thurs. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
April 25 to June 27

Effective Supervision — Human Relations (75-01) OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communictions, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
April 25 to June 27

Effective Supervision in Administration (75-03) OMDP 908

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
April 24 to June 26

Management Approach to Credit and Collections (76-02) OMDP 909

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Tues. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
April 23 to June 25

Management Skills in Personnel Selection (77-01) OMDP 912

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics cover include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 24 to June 26

How To Start A Small Business (77-10) OMDP 914

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 22 or 25 to June 24 or 27

Credit and Collections (68-01) OMDP 916

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 22 to June 24

Management For Results (72-07) OMDP 922

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 24 to June 26

The ABCs of Selling (80-03) OMDP 923

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs". It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; and what are some of the techniques of a successful demonstration.

Tues. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 23 to June 25

Fundamentals of Financial Management (82-01-FT-1) OMDP 925

This course will enable students to understand what an Income Statement presents. It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 24 to June 26

Internal Control for Small Business (79-09) OMDP 926

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for salary/wage control system.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 25 to June 27

Management by Objectives and Results (82-09) OMDP 930

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 24 to June 26

Successful Small Business Management (80-08) (Introductory Level) OMDP 931

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 25 to June 27

Managing the Marketing Function (72-08) OMDP 933

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 24 to June 26

Planning Profitable Advertising (76-12) OMDP 934

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 22 to June 24

Marketing Your Product (79-11) OMDP 935

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 24 to June 26

Marketing For Small Business (77-11) OMDP 936

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Thurs. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 25 to June 27

Understanding Your Customer (80-04) OMDP 937

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 22 to June 24

Job Enrichment for Administration (72-06) OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 23 to June 25

Effective Supervision — Production (75-04) OMDP 940

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Mon. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 22 to June 24

Effective Labour Relations (76-01) OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 23 to June 25

Effective Supervision — Communications (75-02) OMDP 942

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Wed. 6 to 8:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 24 to June 26

Taxation, Your Business And You (82-08) OMDP 943

This course is designed to a) clarify the principles underlying Canadian taxation, b) introduce different tax planning, c) simplify the application of the principal tax forms. It has been designed for anyone interest in tax planning: in particular present and future small business owners whether their business is incorporated or individual.

Sat. 9:30 a.m. to 4:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
March 30 to April 27

The Basics of Small Computer Systems (82-06) OMDP 944

This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system.

Sat. 9:30 a.m. to 4:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 20 to May 18

Effective Supervision — Construction (72-01) OMDP 945

This course is designed for supervisors, foremen and superintendents in any area of the construction industry. Topics include: motivating the worker, setting goals and objectives, measuring progress and costs, making job improvements, time planning and organization, concepts of effective supervision.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 20 to May 18

Municipal Management For Results (75-08) OMDP 946

This course is designed to develop within the municipal manager an understanding of his/her role in today's dynamic economy and changing for improved service, organizing and communicating through greenlighting, managing human resources, M.B.O. — what is it, key service areas and indicators.

Sat. 9:30 a.m. to 4:30 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 20 to May 18

Effective Supervision Administration For The Public Service (73-03) OMDP 947

This course introduces current ideas on improving productivity and systems analysis and is designed for persons involved in municipal and regional government, their affiliated agencies, hospitals and other non-profit, public-oriented organizations.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
25 hours Fee: $25.00 Material Fee: $25.00
April 20 to May 18

How To Operate A Successful Retail Store (81-03) OMDP 948

This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $30.00 Material Fee: $25.00
April 24 to June 26

How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Managing Productivity Improvement

Learning to make more

A how-to productivity improvement program for you and your business, developed by industry for industry.

By world standards Canada's record of productivity improvement is low. In a tough international marketplace, many of our products and services cannot compete.

Leaders of the business community — both labour and management — have come to recognize that the continued vitality of our economy depends largely on our ability to increase our productivity. As one part of its effort to close the productivity gap, the Government of Ontario, in co-operation with business leaders, has developed a series of ten new practical courses in productivity improvement. George Brown College will offer the following four courses:

The courses are funded by the Province, therefore the total fee for each course is $60.00 which includes a comprehensive student manual.

Certificate in Managing Productivity Improvement

Organizational Productivity Improvement (84-00) OMDP 949

The information on productivity presented in this course is applicable to all industries and situations. As a background for the other nine courses, **Organizational Productivity Improvement** outlines objectives for increasing productivity, as well as ways to determine which financial, human-resource, and technological techniques and strategies are applicable to it. (Many of these techniques and strategies are reviewed.) In addition to providing you with background information, the course will help you identify programs and decide how, when, and where to start.

Mon. 6 to 9 p.m. St. James Campus
30 hours
Fee: $30.00 Materials: $30.00
April 22 to June 24

Productivity Improvement — Human Resources (84-04) OMDP 950

Most technological answers to productivity improvement are doomed to failure if they are not combined with sound "people programs." **Productivity Improvement — Human Resources** will help you plan and create a corporate climate in which employees can be more productive. Beginning with a historical assessment of productivity in human resource management, the course reviews current theories of human behaviour and work situations and establishes the critical role of the chief executive or owner in planning and implementation. Other sessions focus on effective communication, reward systems, and the training required to improve morale, attitudes, and ultimately, output.

Mon. 6 to 9 p.m. St. James Campus
30 hours
Fee: $30.00 Materials: $30.00
April 22 to June 24

Management of Technology — Information Systems (84-06) OMDP 951

This course provides both extensive background and a wealth of how to tips on the present and future uses of computer hardware and software, including their role in increasing productivity in the office. **Management of Technology — Information Systems** evaluates the types of hardware and software available and presents them in a variety of office-automation and telecommunications applications. It then reviews standards, system integrity, security and programs to build support and understanding for the use of computers in the office. The course provides the inside track on how to determine requirements, plan support facilities, acquire and implement a computer system (including help with selecting the right equipment and with deciding whether to buy, rent or lease), prepare a contract, and develop a training program.

Mon. 6 to 9 p.m. St. James Campus
30 hours
Fee: $30.00 Materials: $30.00
April 22 to June 24

Productivity Improvement — International Marketing (84-10) OMDP 952

In the years to come, more and more Ontario companies will need to export to survive. **Productivity Improvement — International Marketing** assesses the benefits and problems of exporting and explains what to do and where to get information and assistance related to market research, distribution, promotion, sales, pricing, financing, credit, and collections. The critical role of language, culture, exchange coverage and documentation in securing and building export sales is also comprehensively examined.

Mon. 6 to 9 p.m. St. James Campus
30 hours
Fee: $30.00 Materials: $30.00
April 22 to June 24

Successful completion of six courses in the series will lead to a **Certificate in Managing Productivity Improvement. Call 967-1212 ext. 3289/90 for more information.**

Blueprint Reading & Drafting

Blueprint Reading for the Construction Trades DR 931

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan, study, construction details, plan reading and interpretation. Introduction to metric drawings.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 8 to June 12

Architectural Drafting — Part II DR 901

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 9 to June 13

Architectural Art and Presentation — Part I DR 902

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 8 to May 8

Heating/Air Conditioning

Propane (Plant Operator 3) HT 921

This course provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators — 3 licence. Topics covered include: properties of propane safety procedures, filling of propane containers and propane powered vehicles, and maintenance of filling plant.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $17.00
April 22 to April 24

Residential Heat Pumps AIR 908

Prerequisite: REF 900, AIR 905 or equivalent. Review of refrigeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation of cycle components including four way reversing valve operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements such as: C.O.P., E.E.R. and S.E.E.R. Balance Point Determination.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus 30 hours Fee: $58.00
April 30 to May 30

Masonry

Bricklaying MAS 900

Course Content: The tools, equipment and materials used by the bricklayer; types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 60 hours Fee: $60.00
April 2 to June 6
June 18 to August 22

Carpentry

Carpentry for the Homeowner — Basic CAR 901

Course Content: This course is for people who are interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but effective carpentry work.

Thurs., 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
March 28 to May 30
June 13 to August 15

Refrigeration

Refrigeration Operator "B" Class REF 912

Topics covered include: refrigerants, theory of refrigeration, types of compressors and condensers, compressor systems, maintenance, charging, purging and removal of ammonia, types of valves and fittings, brine making and maintenance, efficiency of refrigeration plant, ammonia leakage, general care, inspection, and annual check and overhaul.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus 48 hours Fee: $48.00
May 7 to June 27

Compressor Operator

Compressor Operator COM 900

This course covers the following topics: definitions, basic theory and formula; compressor efficiency; air compressor types; air compressor application; air compressor valves, pistons; steam driven compressors; cylinder unloaders, controls; auxiliary equipment; lubrication; air compressor systems; electric driving motors and safety devices.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus 48 hours Fee: $48.00
May 7 to June 27

Electrical

Electrical Apprentice Review EL 900

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
April 1 to June 5

Electrical Pre Exam EL 950

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $5.00
April 1 to June 5

Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials: $10.00
April 9 to June 13

Stationary Engineering

Power Plant Heating, Refrigeration and Air Conditioning — 1st Class STAT 914

Course Content: This course covers Refrigeration and Air Conditioning (IV).

Wed. 6 to 9 p.m. Casa Loma Campus
15 hours Fee: $15.00
May 1 to May 29

Residential Specification Writing and Cost Estimating CES 815

Prerequisite: CES 813 Inspecting Dwellings
The second of 4 courses in the series, "Training in Housing Rehabilitation Skills", this course is designed to improve the contract documentation skills of those involved in the residential rehabilitation and renovation field. Those who have already participated in Course I, Inspecting Dwellings and Introduction to Specification Writing, and have a basic knowledge of building materials and methods of construction and terminology plus practical experience benefit most from this course. The following topics are covered: on-site drawings, specification writing, cost estimating, and introduction to contract administration.

Sat. 8:30 a.m. to 5 p.m. Casa Loma Campus
48 hours Fee: $195.00 Materials: $55.00
April 13 to May 18

TRAINING IN HOUSING REHABILITATION SKILLS: Inspecting Dwellings and Introduction to Specification Writing CES 813

George Brown College, in cooperation with the Canada Mortgage and Housing Corporation (CMHC), is offering the first of four courses in the "Training in Housing Rehabilitation Skills" program.

Designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field, this course is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.

This course is a prerequisite for subsequent courses in the series. The fee includes a comprehensive training manual.

Inspecting Dwellings and Introduction to Specification Writing
Saturday 8:30 a.m. to 5 p.m.
Casa Loma Campus
48 hours Fee: $195.00 Materials: $55.00

The following topics are covered: inspecting an existing dwelling; identifying systems and components of the dwelling; identifying problems and their causes; recording and writing up deficiencies and describing the work required for repair and replacement; introduction to specification writing.

The course includes supervised on-site dwelling inspections.

Dates: *May 4 to June 15*

***For more information** about this program, coll the Continuing Education Office at 967-1212, ext. 3239.*

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in computer awareness, mathematics and career planning.

This program is designed for women who face technological change in their workplace.

EVENING PROGRAM
6:30 - 9:30 p.m.,
Tuesday and Thursdays

COURSE STARTS
March/June/
September/December

ENTRY REQUIREMENTS
Grade 12 or equivalent

For more information call the YWCA at:

961-8100

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, Donna Humphries.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology
The following five courses only are offered in the Spring and Summer semester. Applications for the fall semester should be received by the Admissions Office by July 31.

FamilyWork

Post diploma program

This new post diploma program in Family Work is designed for working professionals who hold diplomas or degrees in a human service field and who are currently involved or wish to become involved in family work.

The program consists of four evening courses to be taken over a year — a total of 180 hours of instruction including 36 hours of clinical experience.

Post Diploma Program in Family Work courses will be offered as follows at the Nightingale Campus:

Semester I
September, 1985 to February 1986
5:30 p.m. to 7:30 p.m. HSE 403
Influence on the Family
7:30 p.m. to 9:30 p.m. HSE 400
Working with Families in the Home
*dates to be announced

Semester II
February, 1986 to June, 1986
5:30 p.m. to 7:30 p.m. HSE 402
Family Counselling Practice Lab
7:30 p.m. to 9:30 p.m. HSE 401
Interviewing & Assessment
*dates to be announced

Applications and information may be obtained from Community Services, George Brown College, Box 1015, Station B, Toronto M5T 2T9 or call Donna Humphries, ***(416) 967-1212, ext. 4220***

Storytelling and Literature — ECE 116X

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.

Tues., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 30 to June 11

Music — ECE 117X

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Thurs., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
May 2 to June 13

Movement and Drama — ECE 215X

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for preschool children.

Tues., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
April 30 to June 11

Science Experience — ECE 216X

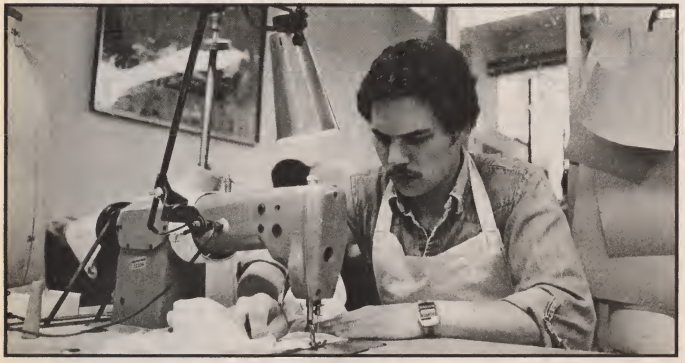
Students will identify scientific concepts inherent in normal routine programs for preschoolers and will then be required to plan programs which include age related science experiences.

Thurs., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $14.00
May 2 to June 13

Language and Communications — ENG 114X

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Tues. and Thurs. 6:30 to 8:30 p.m.
Nightingale Campus 28 hours Fee: $28.00
April 30 to June 13



Creative Fashion Design
Apparel Management

The courses listed below are offered to people in the apparel industry who wish to upgrade their skills and knowledge in a given specialty. They are also useful to those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some short courses in Apparel Construction Technology and Fur and Leather Technology are given during the day as specified and by arrangements with the full-time day staff.
All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits which can be used toward a two- or three-year diploma in specialized programs. Please contact the Fashion Department for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 8 or 9 to June 17 or 13

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
April 8 to June 17

Apparel Construction III (Dressmaking Advanced) DRES 151X

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 9 to June 13

Apparel Pattern Drafting I (Elementary) PAT 141X

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
April 8 to June 17

Apparel Pattern Drafting II (Intermediate) PAT 143X

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 9 to June 11

Apparel Pattern Drafting III (Advanced) PAT 151X

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 9 to June 11

Tailoring (Ladies') DRES 146X

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 9 to June 13

Fashion Illustration I (Elementary) PAT 144X

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
April 10 to June 12

Grading Techniques For Apparel Industry Elementary PAT 900

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00
April 8 to June 17

Window and Retail Display DISP 900

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $60.00 Equipment Fee: $10.00
April 8 to June 17

Dress for Success FASH 801

This course deals with a number of topics related to the successful selection of proper wardrobe and particularly with the following: the colour theory, colour groups and their suitability to certain people. Colours for different seasons. Determining one's colour group. Neutral, basic and accent colours. Body structure, figure types and suitable fabrics to each.
Fashion types: classical, dramatic, romantic and sporty. How to assemble wardrobes for various occasions. Facial characteristics and selection of proper accessories (hats, gloves, hair colour and hair style; selection of jewellery, shoes, bags, scarves, belts, stockings, etc.). Accessories for men (shirts, shoes, ties, socks, etc.). Budgeting and determining the quality and sizes. Vocabulary of the clothing language. Maintenance and alterations to update older clothing.
Students develop small projects assigned and evaluated by the course instructor.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $58.00
April 11 to June 13

Furniture

Furniture Finishing FURN 103X

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer.
Students supply own materials.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 8 to June 17

Furniture Upholstery I — FURN 104X

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling. Students supply own materials.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $60.00
Equipment Fee: $15.00
April 8 to June 17

Machine Knitting

Knitting by Machine (Basic) — CFT 900

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 9 to June 11

Knitting by Machine Intermediate — CFT 901

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (½ size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 8 to June 17

Knitting by Machine Advanced — CFT 902

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates could be able to find employment in the knitting industry.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Equipment Fee: $15.00
April 10 to June 12

Hairdressing and Barbering

Hairdressing for Barbers — BARB 901

Prerequisite: Ontario Certificate of Qualification in Barbering.
Course Content: Basic ladies, hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave, permanent waving and tinting.

Tues. and Thurs. 7:30 to 10:30 p.m.
Kensington Campus 60 hours Fee: $60.00
Materials: $35.00
April 9 to June 13

Barbering for Hairdressers — BARB 902

Prerequisite: Ontario Certificate of Qualification in Hairdressing.
Preparation to qualify for the government hairstyling test and hairstyling certificate.
Course Content: Instruction is given in practical men's haircutting with emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $60.00 Materials: $20.00
April 1 to June 10

Ceramics

Ceramics for Beginners — CER 902

This is an intensive course in hand building, wheel techniques, decorating and glazing techniques experienced through course projects.

Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
90 hours Fee: $90.00 Materials: $45.00
May 27 to June 14 and June 17 to July 8

Basic Ceramics — CER 800

This course provides a basic introduction to ceramics.
Course Content: Basic introduction in handbuilding and forming, constructing with slab and coil, cylinder and box construction and clay jointing. Basic wheel throwing techniques (centering, opening and throwing methods), elementary shaping of cylinders and bowl forms, trimming, turning and finishing are also taught. Students also learn basic wet clay decorations such as slip brushing, banding, scraffito and impressing, as well as glaze application and the preparation of bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon Casa Loma Campus
30 hours Fee: $70.00 Materials $25.00
April 6 to June 8

Ceramics 1 — CER 101X

This course introduces the student to a number of basic ceramic techniques in the areas of hand-building, throwing, decorating and glazing.
Course Content: Instruction is given in slab construction and joining with basic clay decoration including impress, scraffito and slip painting surface enrichment. Basic throwing operation (centering, opening, trimming, thrown forms) are taught by making simple cylinders, mugs with handles and vases. Preparation of bisque ware for glazing and the use of oxide stains, brushing, dipping and glaze overlapping techniques are also taught. Theory in the course includes demonstration in each class and visual slide presentations.
Required work for the completion of the course: 6 mugs with handles, 2 vases, 1 slab pot, all glazed.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Materials $25.00
April 8 to June 12

Ceramics 3 — CER 201X

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 60 hours Fee: $60.00
Materials: $25.00
April 9 to June 13

Jewellery

Jewellery (Introduction) — JWL 160A

Prerequisite: Current employment in the industry or hobby.
Students develop basic skills and techniques necessary in jewellery making.
Course Content: Introduction to basic jewellery making techniques: cutting, filing, fitting, hard soldering, finishing and polishing of designed projects; fitting of parts to small tolerances; projects are designed to facilitate the development of basic skills with jewellery hand tools.

Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $60.00 Equipment Fee: $15.00
July 8 to July 19

Commercial Art

Advertising Design — ADES 902

Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera-ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography. For the preparation of camera-ready art work the student will operate a stat camera and IBM composer.

Mon. 6:30 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $15.00
April 22 to August 5

Studio Management — STBM 900

Prerequisite: Knowledge of design and freelance experience.
Course Content: This course is designed for the freelance designer, staff artist or beginning designer who is interested in running his/her design office profitably. Business aspects of design are extensively covered: pricing, invoicing, purchase orders, taxation, etc. The organization of an office, use of forms, establishing purchase order numbers and invoice numbers are also investigated.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $30.00
April 24 to June 26

Airbrush Techniques — AIRB 901

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration.

Tues. & Wed. 6 to 9 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $40.00
May 7 to June 26
Limited enrolment.

Dessin et Peinture

For course description, see page 40.

Contemporary Magazine Design & Layout DES 900

Prerequisite: Basic design skills and interest in contemporary magazine design.
Course Content: This is a comprehensive course for the artist/designer interested in furthering his/her knowledge and skills in contemporary magazine design, layout and production. Areas covered include editorial layout, scheduling, production and deadlines. Actual magazines are re-designed, and students are encouraged to design new formats and systems for magazines using type, photographs, illustration and graphics.

Thurs. 6:30 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00
April 25 to August 8

Visual Arts

Design DES 123X

Two dimensional design will be explored in all its aspects. Geometric and free shapes will be used in projects involving point, line, contrast, texture, etc. Design theories are discussed in conjunction with the practical projects. Some basic advertising layouts will be developed.

Thurs. 6:30 to 9:30 p.m.
St. James Campus
50 hours Fee: $50.00
April 25 to August 8

Marker Rendering Techniques MRK 131X

An extensive study beginning with the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering techniques will be thoroughly explored.

Mon. 6:30 to 9:30 p.m.
St. James Campus
50 hours Fee: $50.00
April 22 to August 5

Life Drawing LIFE 121X

A traditional approach to drawing based on the human figure. Understanding attitudes, positions and movements using contour, gesture, diagrammatic and progressive drawing.

Mon. to Fri. 6 to 9 p.m. St. James Campus
50 hours Fee: $50.00
June 3 to June 24 or
July 2 to July 23

Painting and the Illustrator PAIN 905

Prerequisite: Drawing Skills — interest in Painting and Illustration.
Course Content: Through a close concise study into the history of contemporary illustration, each student is encouraged to observe the work of today's professional illustrators. Students then apply this observation directly to a practical, in-class approach on techniques, involving: watercolour, tempera, casein, gouache, acrylics and oils.
From that initial stage they advance to developing a personalized style and a greater knowledge of illustration through painting.

Wed. 6:30 to 9:30 p.m. St. James Campus
50 hours Fee: $50.00
April 24 to August 7

Basic Audio-Production Techniques ADIO 923

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $110.00
April 1 to June 10

Photography/ Cinematography

Cinematography CINE 925

Prerequisite: Basic Cinematography CINE 922.
Course Content: Cinematography CINE 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography CINE 922. The student taking CINE 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 60 hours Fee: $163.00
April 2 to May 16

Introduction to Photography PHOT 800

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Mon. or Tues. or Wed. or Thurs. or Fri. 6:30 to 9:30 p.m. Saturday 9:30 a.m. to 1 p.m.
Casa Loma Campus 30 hours Fee: $53.00
Materials: $20.00
April 1, 2, 3, 4, 5, 6 to June 3, 4, 5, 6, 7, 8

Photographie et Techniques de la Chambre Noire PHOTO 824

For course description, see page 40

Documentary Photography PHOT 921

This Documentary Photography course provides students with an opportunity to practise and develop their photographic technical skills against a working understanding of documentary photography.
This course is designed for people with or without previous experience in photography. Each student gains additional experience by processing or printing their own negatives. The darkroom work will result in the production of a series of photographic prints covering one of two potential topics. The topics include a photographic documentation of the home or the work place. Students should expect to spend up to $50 for supplies and materials.

Mon. and Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $60.00 Materials: $25.00
June 10 to July 2

Photographic Black and White Print Workshop PHOT 922

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.
Limited Enrolment.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 30 hours Fee: $60.00
Materials: $50.00
June 11 to July 11

Creative Black and White Printing PHOT 925

Prerequisite: Film processing experience and familiarity with current materials.
This course is for those wishing to have more creative control in producing fine photographic prints. Materials used in printing, such as paper types, developers, fixer types, washing aids and washers are reviewed. Methods to control contrast, such as selecting the proper negative, choosing a light source, paper grades and controlling print colour are investigated. The course also covers the final steps leading up to framing the print, archival processing techniques, dry mounting and matting.
Limited Enrolment.

Sat. 10 a.m. to 1 p.m. St. James Campus
45 hours Fee: $45.00 Materials: $15.00
April 20 to July 27

Photographic Composition in Colour Slide Production PHOT 923

This course is designed for people with or without previous experience in photography. Using colour slide material, the student develops technical and aesthetic skills through an extended analysis of photographic composition. Students are encouraged to consider their camera's technical controls (framing, depth of field, and motion) as aesthetic controls to be used toward a full understanding of visual form. After considering photographic composition in the single frame, students build upon that understanding through the development of a sequence of photographs.

Sat. 10 a.m. to 1 p.m. St. James Campus
30 hours Fee: $30.00
April 20 to June 22

Fashion Photography Workshop PHOT 924

Prerequisite: Introductory Photography or basic photography course
This course is designed for students who have basic photographic skills in the area of fashion photography. The student photographs both professional and amateur models under a variety of outdoor conditions and settings involving beach, water, parks, sunsets and public building exteriors. Students study lighting techniques for photographing in open shade, bright sun, cloud cover, and rain, with a minimum of equipment. Students work with and supply their own colour negative film and black and white film.

Tues. 6:30 to 10 p.m. St. James Campus
25 hours Fee: $25.00 Materials: $25.00
April 30 to June 10

Acting for Film & Television — Basic THEA 934

Classes are held in the Video Studio, Casa Loma Campus. Students get practical on-camera experience in a variety of comic and dramatic scenes. Special topics are addressed on individual nights such as blocking, retakes, timing, emotion, presence, confidence and intensity.

Tues. or Wed. 7 to 10 p.m. Casa Loma Campus
25 hours Fee: $25.00
April 16 or 17 to June 18 or 19

Acting for Film & Television — Intermediate THEA 936

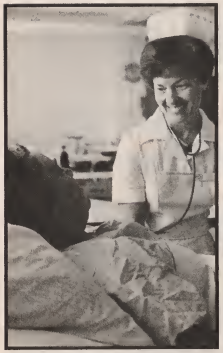
Prerequisite: Acting for Film and Television — Basic, or equivalent.
Students participate in on-camera workshops to develop their concentration, intensity, confidence, and character range. Students are encouraged to select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
April 19 to June 21

Acting for Film & Television — Advanced THEA 938

Prerequisite: Professional acting experience.
Professional level actors have the opportunity to workshop scenes on camera with other committed actors and to analyze their performance on playback.
The classes emphasize building a character and explore what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $25.00
April 18 to June 20



Dental Technology

Roundhouse DENT 906

This course is designed specifically for those attempting the Provincial Registration Examinations. Preference will be given to students who show proof of acceptance as candidates for the Registered Dental Technicians Examinations (Letter or Receipt). Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and orthodontics. Participants must be working dental technicians, and should have experience in all areas previously mentioned.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus 60 hours Fee: $60.00
April 23 to June 27

Precision Attachments DENT 917

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown & bridge phase. Participants should presently work in the crown and bridge department or have done so in the past.

Fri. 6 to 10 p.m. Sat. 9 a.m. to 5 p.m.
Casa Loma Campus 11 hours Fee: $11.00
April 5 and 6

Radiation Protection DENT 931

Required Prerequisites: This course is designed for individuals working in the dental office who have not had formal community college training in dental radiography and who are not qualified to take radiographs under Section 5(3) of the Healing Arts Radiation Protection Act Bill 177. Candidates must provide evidence that they are working in a dental office and are routinely taking and processing x-rays under the direction of a dentist.
Course Description: This course presents a theoretical and practical study of the principles and applications involved in the employment of radiation safety measures in dental radiography. It will be assumed that the students already have competency in oral facial anatomy, the exposure, processing and mounting of dental radiographs, and some understanding of basic x-ray physics.

Thurs. 6:30 to 9:30 p.m. Sat. (2), 9 a.m. to 5 p.m.
Casa Loma Campus 38 hours Fee: $38.00
May 2 to June 6 (2 Saturdays)

Cardiopulmonary Resuscitation (CPR)

Cardiopulmonary Resuscitation — Basic Rescuer CPR 902

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course.

Mon. and Thurs. (Casa Loma)
Tues. and Thurs. (Nightingale Campus)
5:30 to 9:30 p.m. 12 hours Fee: $12.00
Materials: $3.00
Casa Loma Campus:
April 4 to 11, April 18 to 25, May 2 to 9, May 16 to 23, May 30 to June 6, June 13 to 20
Nightingale Campus:
April 2 to 9, April 11 to 18, April 23 to 30, May 7 to 14, May 16 to 23, May 28 to June 4, June 11 to 18, June 20 to 25, July 2 to 9, July 16 to 23, July 30 to August 6, August 13 to 20

Cardiopulmonary Resuscitation — Basic Rescuer Recertification CPR 903

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.

Note: Please register at least one week prior to the start date of the course.

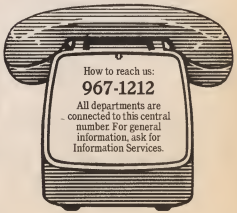
Mon. and Wed. 6 to 9:30 p.m. Casa Loma Campus
7 hours Fee: $7.00 Materials: $3.00
April 1 to 3, May 6 to 8, June 3 to 5

Nursing

Physical Assessment NURS 931

Prerequisite: Current Certificate of Competence (Nurse), College of Nurses of Ontario.
This course is designed to assist the Registered Nurse to develop basic skills in the physical assessment of adults. It includes a review of history-taking and recording, and uses a systems approach to physical examination and a problem-solving approach to patient care.
Emphasis is placed on recognition of the range of normal findings with some discussion of common abnormalities. Lectures are augmented by demonstration of techniques and each class includes a practice session in which every student is expected to participate. In depth review of relevant anatomy and physiology is the students' responsibility.

Mon. 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $36.00
April 15 to July 1


How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Academic Upgrading

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into apprenticeship, vocational training and diploma programs offered at Colleges of Applied Arts and Technology.

For more information about Upgrading courses, please call (416) 967-1212, ext. 2462.

English

Pre-Upgrading ENG 930

This course is a preparatory class for those students who do not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

English Upgrading 8 ENG 906

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

English Upgrading 9 ENG 907

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

English Upgrading 10 ENG 908

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

English Upgrading 11 ENG 909

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 29 to July 22

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.
The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4280

English Upgrading 12 ENG 910

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 29 to July 22

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, per cent, ratio and porportion, introduction to metric system and use of calculators. Individualized instruction.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 16 to September 5

Mathematics Upgrading 9 MATH 907

Prerequisite: Math 906 or equivalent.
Course Content: Brief review of fractions, decimals, and per cent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 16 to September 5

Mathematics Upgrading 10 MATH 908

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations, introductory trigonometry. Individualized instruction.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 16 to September 5

Mathematics Upgrading 11 MATH 909

Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Brief review of grades 9 and 10 algebra; exponents, scientific notation and formulae; logarithms; mensuration; ratio and proportion; real number system and quadratic surds; plane trigonometry.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 30 to July 23

Mathematics Upgrading 12 MATH 910

Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities; relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 30 to July 23

Biology BIO 900

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 29 to July 22

Chemistry CHEM 900

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 30 to July 23

Business Communications

Business Communication ELS 903

Prerequisite: Grade 12 or equivalent. This course is for Certified General Accountancy candidates and any other interested students who require business communications. It will include the planning and preparation of business reports, both formal and informal, and the effective presentation of financial information. Students will be taught to write correspondence that is clear, concise and emphatic. Business correspondence to be stressed includes request, claim, adjustment, credit and collection letters. Sales, public relations and social business letters will also be covered.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 22 to July 22

Developing an Effective Newsletter CES 818

This course is for those who edit, write and produce small publications for companies, service groups, clubs and other organizations. In the first part of the course, the emphasis is on editing and writing. Topics include setting publication goals, developing stories, interviewing, writing and copy editing. In the second part of the course, the emphasis is on layout and production. Topics include design principles, picture editing, layout techniques, production methods and dealing with suppliers.
Roger Feather is a communications consultant, writer and editor with Manufacturers Life. He has spent 13 years with the *Toronto Star* and he has also headed the Canadian section of the International Association of Business Communicators (IABC).

Wed. 7 to 10 p.m. St. James Campus
18 hours Fee $50.00
April 3 to May 8

English and the Business World ENG 201X

Course Content: This course in business communications covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; report writing in detail.
English 201X is one of the electives offered in the part-time programs of Accounting, and Business Management. It is a compulsory course for the Secretarial Practice Program.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $42.00
April 23 to July 23

Report Writing ENG 927

Course Content: Designed for the manager who requires a thorough preparation in the writing of proposals and reports, this course gives a firm basis in the skills required. Students research and write proposals and reports under the guidance of a business leader and teacher.

Tues. 6 to 9 p.m. St. James Campus
15 hours Fee: $40.00
April 23 to May 21

Speaking with Confidence ELS 809

Course Content: When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
Class by class you will see yourself improving on video-tape. You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.
Be one who says yes to life and leadership through Speaking with Confidence.
Speaking with Confidence is taught by Hugh Thomson, former day editor of the *Globe and Mail*, successful teacher and writer.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $63.00
April 17 to June 19

Creative Writing

Writing for Clarity and Impact ELS 901

Course Content: This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. The instructor is a freelance writer living and working in Toronto. This course will be taught by Susan Swan, author of *The Biggest Modern Woman of the World*.

Wed. 6 to 9 p.m. St. James Campus
36 hours Fee: $48.00
April 24 to July 10

Writing For Fun and Profit ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never, before, contributions from freelance writers.
So why not try writing feature articles or interview stories? Why not submit fillers; lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid educated try under the guidance of a professional writer and former editor of the *Globe and Mail*. If you have no intentions of breaking into magazine writing, this course will give professional polish to your business and private writing; to those memoirs of yours, and to that book which has been rattling about in your creative consciousness, trying to get out.

Mon. 6 to 9 p.m. St. James Campus
36 hours Fee: $58.00
April 11 to June 27

Advanced Romance Writing ELS 818

Prerequisite: Romance Writers' Workshop — ELS 812
Designed for the serious romance writer who has already written introductory chapters of a romance novel, this course guides the student to successful completion of a novel. Advanced Romance Writing gives intensive editorial assistance for in-process work. The class is restricted to 12 to 15 students to ensure maximum contact between instructor/editor and student. Individuals learn through interaction with other writers to overcome problems that all writers share.

Mon. 7 to 10 p.m. St. James Campus
30 hours Fee: $85.00
April 15 to June 17

Journalism and All the Media ELS 817

Dreamed of working as a reporter? This is a course for aspiring reporters who want to develop news sense and to learn the tricks of the trade. The course covers reporting of the police, sports, business, politics, science, education; reviews of shows and books; interviewing celebrities; news features and editorials. A former editorial staffer from the *Globe and Mail* and *Toronto Star* teaches Journalism and All the Media.

Tues. 7 to 10 p.m. St. James Campus
36 hours Fee: $65.00
April 16 to July 2

English as a Second Language

Learning to Read and Write in English (For Beginners) LT 921

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: *May 13 to 16*
May 27 to August 26

Pre-Intermediate English LT 813

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $79.00
Registration: *May 13 to 16*
May 27 or 28 to August 26 or 20

Intermediate English LT 812

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $79.00
Registration: *2 weeks before start dates*
May 27 or 28 to August 26 or 20

Advanced English for E.S.L. LT 803

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $79.00
Registration: *May 13 to 16*
May 27 or 28 to August 26 or 20

Advanced Conversational English for New Canadians LT 818

This course is designed for high level intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Mon. and Wed. 7 to 9 p.m. College Campus
40 hours Fee: $68.00
May 27 to August 7

Writing For Advanced Students of English As A Second Language LT 819

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Mon. 7 to 9:30 p.m. College Campus
25 hours Fee: $47.00
Registration: *2 weeks before start date.*
May 27 to August 12

Language Test Preparation LT 916

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $50.00
Registration: *May 13-16*
May 27 to August 26

English Pronunciation Part 1 LT 917

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $20.00
Registration: *May 13-16*
May 28 ta July 30

English Pronunciation Part 2 LT 919

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $20.00
Registration: *2 weeks before start date.*
May 28 to July 30

English for Science and Technology LT 922

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m. College Campus
80 hours Fee: $115.00
Registration: *May 13-16*
May 28 to August 27

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.

Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please phone Sophie Pandi, 967-1212. Applicants will be accepted on the basis of a personal interview. Interviews are conducted and completed in June.

Mon. and Wed. 7:15 to 9:15 p.m. College Campus
140 hours Fee: $165.00
Registration deadline: *June 28*
Classes start September 16, 1985

French

George Brown offers French courses to Torontonians wishing to improve their skill as speakers of French as a second language and to metropolitan area Francophones and advanced speakers of French interested in acquiring work-related or leisure time skills in French.
The principal aim of our second language courses is to develop conversational skills using a communicative approach — including authentic situations and games. Good pronunciation is stressed at all levels. Placement interviews before starting dates will insure that students start out at the appropriate level.
If you can already communicate with ease in French, we suggest you have fun taking our *Vivre en Français à Toronto* course or discuss major issues of our time in *Le fait français au Canada.* Or you might want to join Toronto Francophones as they develop work-related skills like *Maîtrise du français écrit,* microcomputer programming, word processing, translation, or basic typing.
If you want to spend your evening hours or Saturdays enjoying with others the pleasure of learning how to do excellent small-quantity cooking, take photographs and develop them yourself or paint and draw, sign up for one of George Brown's famous hands-on training courses — in French!
First, let's consider the second language courses taught at two downtown campuses. (We have nine possible levels from 1A to 3C.)

Interviews

New students of French as a Second Language must have a short placement interview during the registration week, two weeks before the start of classes. Times and places for placement interviews are indicated after each course listed below. Returning students should register at least two weeks before the start of courses. A brief description of course content follows.

Basic Level Courses

Students learn to introduce themselves and others, give and ask for information (addresses, telephone numbers, etc.), make contact with people in all sorts of situations, cope in situations of linguistic difficulty, converse about their work, leisure activities, the weather, time and dates. Proficiency in these skills improves as students proceed through levels A, B and C.

Intermediate Level Courses

Students learn how to express opinions and give instructions. They learn to relate events, tell simple stories, make simple presentations about things of interest to them. They learn to report on what someone else has said. Simple units of communicative activities in French for the business world are studied. Other communicative activities are designed to meet specific student needs.
Proficiency in these skills improves as students proceed through levels A, B and C.

Advanced Level Courses

The principal aim of these courses is to polish conversational skills. Students converse with others about their special interests. They describe complex events that happened in the past, discuss the distant future and make nuanced comparisons. They are encouraged to discuss international and Canadian current events and take full advantage of Francophone activities available in Toronto.
Proficiency in these skills improves as students proceed through levels A, B and C.

Conversational French — Intensive (all levels) LT 828

Placement interviews for Conversational French — Intensive classes will take place on the following dates: May 13 to 17, 5 to 6:30 p.m., Room 101.

Tues. and Thurs. 6:15 to 9:15 p.m. College Campus
36 hours Fee: $53.00
May 21 to June 27 or July 2 to August 8

Speaking French (all levels): LT 805

Mon. or Wed. 6:15 to 9:15 p.m. St. James Campus
36 hours Fee: $53.00
May 27 or 29 to August 26 or 14
Placement interviews for the Speaking French classes will take place on the following dates:
5 to 6:30 p.m. May 13 to 16 room 429
New students must have an interview *before* registration.

Cours en français

Pour vous inscrire aux cours suivants vous pourriez compléter la formule à la fin de ce répertoire et la poster ou aller directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au département de français pour de plus amples renseignements: 967-1212 poste 4386.

Vivre en Français à Toronto LT 925

Ce cours permet aux Torontois anglophones ayant un niveau très avancé de communiquer régulièrement en français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles (surtout théâtrales), des entretiens avec des Francophones travaillant à Toronto et l'exploitation des réseaux d'information de Toronto.

mercredi 19h30-21h30 Campus St-James
22 heures Coût: 40 $
du 17 avril au 26 juin

Le Fait Français au Canada LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.
Comme matériel, les étudiants se servent des numéros les plus récents de *l'Actualité.*

lundi 18h15-21h15 Campus St-James
36 heures Coût: 53 $ Matériel: 3 $
du 27 mai au 26 août

Maîtrise du Français Écrit LT 822

Ce cours aide les apprenants à comprendre globalement et en détail des textes écrits en langue courante ou spécialisée, en vue d'une analyse ou d'une prise de decision.
Le travail fait dans ce cours amène l'apprenant à rédiger clairement, correctement et avec concision divers types de lettres, des notes de service, des ordres du jour, des procès-verbaux, des messages téléphoniques, des rapports ou tout autre type de texte écrit se rapportant à son travail.
Ce cours comprend une révision des règles de la grammaire française.

mardi et jeudi 19h 21h Campus St-James
50 heures Coût: 79 $
du 16 avril au 9 juillet

Communication Ecrite (Niveau avancé) LT 926

Prérequis: cours LT 822 ou équivalent.
Dans ce cours, l'étudiant apprend à écrire d'une façon correcte et concise, à trouver son propre style. L'accent est placé sur les communications reliées aux activités du bureau, à l'assurance, au système bancaire et à la consommation.
L'initiative personnelle de l'étudiant est constamment mise à profit. Le cours offre des notions de linguistique et des suggestions bibliographiques.
A la fin de ce cours, l'étudiant peut reconnaître un grand nombre d'anglicismes et de confusions de sens: Il peut trouver plus facilement le mot juste. Dans cinq ou six secteurs d'activités, en particulier, il est en mesure d'employer un vocabulaire d'une certain spécialisation. En découvrant son propre style et les ressources de la langue française, l'étudiant peut corriger des communications fautives d'un niveau difficile.

lundi 18h15-21h15 Campus St-James
36 heures Coût : 36 $
du 22 avril au 22 juillet

Traitement de textes WORD 900

Ce cours permet aux apprenants d'améliorer leur rendement et leur productivité dans le domaine du traitement de texte.
Les besoins présents des apprenants sont satisfaits et les utilisations possibles menant á l'expansion future de leur carrière ou de leur entreprise sont envisagées. Ce cours met l'accent sur:

l'organisation du travail, la recherche, l'optimisation, le traitement de l'information et son application, et l'automatisation des tâches routinières. A chaque cours l'apprenant s'entraine sur une machine individuelle de traitement de textes.

jeudi 18h15-21h15 Campus St-James
30 heures Coût: 131 $
du 11 avril au 13 juin

La Traduction: Langues Officielles LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction et développe une approche pratique dans différents domaines. A l'aide d'une étude approfondie du vocabulaire, de la grammaire et de la stylistique, ce cours met l'accent sur des thèmes aussi nombreux que variés: littéraire, scientifique, publicitaire, économique, financier, bancaire, etc. Le cours traite également des thèmes et des versions. Ce cours ne forme pas de traducteurs professionnels.

mardi 18h15-21h15 Campus College
36 heures Coût: 53 $
du 9 avril au 25 juin

La Dactylographie en Français TYP 906

Les apprenants maîtrisent le clavier en utilisant la méthode "aveugle" et comprennent comment mettre en page les lettres dactylographiées. A la fin du cours ils tapent 25 mots par minute à un test de vitesse de 5 minutes. On apprend également les règles de syllabation, d'emploi des majuscules et de tabulation.

mardi et jeudi 18h15-21h15
Campus St-James (200 rue King est — à l'est de Jarvis)
60 heures Coût: 60 $ Matériel: 10 $
du 2 avril au 6 juin

Micro-Ordinateur Débutant PRGM 925A

Introduction à la programmation sur micro-ordinateur — un cours pour ceux et celles qui ont peu ou aucune expérience du langage BASIC sur le P.E.T. Utilisation du logiciel dans l'industrie, dans l'éducation et dans les loisirs; utilisation du clavier, des graphiques; usage du print; genres d'input et d'output dans un programme: branchements (go to), boucles (for . . . next), dimensions, et sous-routines.

En classe, dans les deux cours, chaque étudiant travaille sur son propre micro-ordinateur.

lundi 19h-22h Campus St-James
30 heures Coût: 30 $
du 15 avril au 24 juin

Micro-Ordinateur Intermédiaire PRGM 935A

Introduction aux techniques plus avancées, programmation plus avancée avec création de fichiers pour le stockage et la récupération d'information.
Dans les deux cours l'accent est mis sur la terminologie française.

mercredi 19h00-22h00 Campus St-James
(200 rue King est — à l'est de Jarvis)
30 heures Coût: 30 $
du 17 avril au 19 juin

Photographie et Techniques de la Chambre Noire PHOT 824

Contenu du cours: Ce cours permet aux apprenants de se familiariser avec les techniques de prise de vue, d'apprendre à regarder "en noir et blanc" et "en couleur" et à composer une photographie. Dans la chambre noire, l'apprenant s'initie au développement de négatifs, de diapositives et au tirage d'épreuves. Les truquages et certains effets spéciaux sont aussi abordés (bas-relief, solarisation, grain exagéré). Le cours se termine par une exposition des photos faites par les apprenants.

jeudi 18h30-21h30 Campus St-James
30 heures Coût: 53 $ Matériel: 20 $
du 4 avril au 6 juin

Dessin et Peinture LT 826

Ce cours est offert à toute personne désirant apprendre le dessin et la peinture en français. La première moitié du cours, consacrée au dessin, familiarise les étudiants avec le crayon, le fusain et le pastel. L'autre moitié est consacrée à la peinture, à l'application et au mélange des couleurs.
Le cours comprend des visites de galeries qui aident les apprenants à apprécier et à critiquer leur propre expression artistique ainsi que celle des autres.
Ce cours permet et encourage une expression artistique personnelle.

samedi 10h-13h Campus St-James
36 heures Coût: 53 $
du 6 avril au 22 juin

Introduction à la Chanson Française LT 829

Dans ce cours, les apprenants découvrent la chanson française à différentes époques et aux quatre coins de la francophonie.
Selon les intérêts particuliers manifestés par les apprenants, différents thèmes peuvent être étudiés à l'aide de documents sonores et de cassettes vidéo. Des diaporamas sur les arts et l'architecture et des textes originaux permettent aux étudiants de situer le matériel musical dans son contexte social.
Des invités et interprètes participent occasionnellement aux classes. Des sorties musicales sont également prévues.

mercredi 18h-15-21h15 Campus Casa Loma
36 heures Coût: 53 $
du 10 avril au 26 juin

Italian

Italian Language and Heritage (Basic) LT 806A

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: *2 weeks before start date*
May 27 to August 26

Spanish

Spanish Language and Heritage (Basic) LT 808A

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: *May 14 to 17*
May 27 to August 26

Spanish Language and Heritage (Intermediate) LT 808B

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m.
College Campus 50 hours Fee: $79.00
Registration: *May 14 to 17*
May 27 to August 26

Spanish Language and Heritage (Advanced) LT 808C

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $79.00
Registration: *May 14 to 17*
May 27 to August 26

German

German Language LT 817

This course offers general German language development appropriate to the individual's competence.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $79.00
May 27 to August 26

Chinese

Chinese Language (Mandarin) LT 825

Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Chinese culture.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $79.00
May 27 to August 26

Arabic

Standard Arabic For Beginners LT 918

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $50.00
May 27 to August 26

Antiques

How To Buy Antiques CE 817

Come and learn about the booming antique market. Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship. The instructor, Marion Heller, has studied extensively in England in the fine and decorative arts.

Wed. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $37.00
April 10 to May 15

Stained Glass

Stained Glass I ART 805A

Level I: An introduction to the copper foil and lead techniques of stained glass. The course is designed, both for a complete beginner and for anyone who wishes to become more proficient in this age old craft. All aspects of stained glass will be covered so that each member of the class will become familiar with all the tools and materials necessary in the completion of stained glass windows. The course will provide an appreciation of the possibilities and qualities of a unique material.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $68.00 Students must purchase their own material as required.
April 8 to June 12

Automotive

Know Your Car — Part I CAR 800

Course Content: This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Students learn when to replace tires, batteries, brakes and will be provided with dozens of tips that save them money and lengthen the life of their car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than ten years. He has also taken additional courses dealing with the up-keep of cars, including: disc brakes, hydrostatic drives, diesel engines, small engines, hydraulic control systems, electronic ignition and welding. He brings a wealth of knowledge to this course to help you understand your car.

Thurs. 6:30 to 9:30 p.m. College Campus
12 hours Fee: $42.00
May 2 to 23

Know Your Car — Part II CAR 801

Prerequisite: Know Your Car — Part I
Course Content: This advanced course examines the components of the lubricating system including types and grades of oil and how to change the engine oil and oil filter; winter starting aids and accessories; the brake system; tires — how to buy and what kind, changing a tire; the exhaust system including how to check for leaks; how to check and adjust the clutch; the suspension system, replacing shock absorbers; rust proofing; replacing headlights and bulbs.

Thurs. 6:30 to 9:30 p.m. College Campus
12 hours Fee: $42.00
April 4 to 25

Personal Development

Assertiveness Training CE 824

Assertiveness training teaches the principles of mature interaction — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles is a major focus of the course.
Instructor: Margaret Code is president of the consulting firm, Code & Associates. With many years of experience in human resources management and a Master's degree from Harvard in organization studies, Margaret is an expert in organizational behaviour. Enhancing individual and organizational effectiveness are her main concerns.

Wed. 6:30 to 9:30 p.m. Casa Loma Campus
15 hours Fee: $45.00 Materials: $5.00
May 8 to June 5
Limited enrolment.

Assertiveness II CES 809

Prerequisite: Assertiveness I
Course Content: This advanced course emphasizes the practical applications of the concepts and ideas learned in Assertiveness I. By means of a self-inventory students examine their own behaviour and establish personal goals for improvement. Video recordings of several classes provide students with detailed visual feedback of their behaviour.
Instructor: Margaret Code

Wed. 6:30 to 9:30 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $3.00
April 3 to May 1
Limited enrolment.

Homes

Buying Your First Home RE 801

Course Content: This course provides the first-time home buyer with sufficient information to make a knowledgeable decision. It covers all the steps in the process including: establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association and brings ten years of business experience to her teaching. These courses are designed for beginners with little or no experience in the real estate field and Marilyn's objective in each course, is to provide solid answers to concerns and questions.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $21.00 Materials: $5.00
April 20 and May 25

Condominiums CE 869

Before you buy explore the multifaceted condominium approach to living in Metro; its various styles, the advantages and disadvantages; its differences in comparison to buying a single family dwelling. Topics covered will include: how to choose a good building, what is a good investment, financing, price ranges, co-operatives, and trends in the Metro area.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $21.00 Materials: $3.00
May 11

How to Buy an Investment Property RE 807

Prerequisite: Buying Your First Home (or Equivalent) — RE 801.
This course covers two important areas which every investor, or investor-to-be, should consider before making the decision to buy a residential investment property (residential property being defined as: condominiums, detached residences, duplexes, triplexes).

Part A
The financial benefits and income tax implications of buying an investment property. A chartered accountant conducts this segment of the course.

Part B
Financing an investment property, including: how to shop for a mortgage, cost and type of mortgages and methods of repayment. Also included is an examination of the responsibilities of the landlord and tenant.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $47.00 Materials: $5.00
April 13 and May 4

Fitness and Sports

Bicycle Repair Clinic CE 820

This course introduces the fundamentals of bicycle maintenance and basic "do-it-yourself" repairs. Topics include how to install and repair chains, adjust handlebars, "true" wheels, install forks, adjust head sets, remove free wheels for cleaning, change tubes and tires and install or adjust gear and brake cables.

Sat. 9 a.m. to 4 p.m. St. James Campus
7 hours Fee: $20.00
April 27 or May 25

Bicycle Touring CE 881

This course provides the student with a complete guide to bicycle touring. Topics include: equipment selection, travel gear, nutrition, physical conditioning, safety, trip planning, bicycle maintenance and necessary tools.

Tues. 7 to 9 p.m. St. James Campus
12 hours Fee: $35.00
April 9 to May 14

General Fitness FIT 800

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus 28 hours Fee: $48.00
April 22 to Aug 1

Yoga YOGA 800

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $44.00
April 10 to June 26

Tennis (Beginners) TENN 800

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork. Students are urged to register as early as possible.

Fri. 6 to 8 p.m. Kensington Campus
16 hours Fee: $40.00
March 29 to May 24

Tennis (Intermediate) TENN 802

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport. Students are urged to register as early as possible.

Wed. 6 to 8 p.m. Kensington Campus
16 hours Fee: $40.00
March 27 to May 22

Tennis (Advanced) TENN 804

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy. Students are urged to register as early as possible.

Wed. 8 to 10 p.m. Kensington Campus
16 hours Fee: $40.00
March 27 to May 22

Gardening

Gardening in the City — Spring GARD 804

This course is designed to introduce the novice gardener to all aspects of the craft and science and gardening. Particular emphasis is placed on spring garden preparation including: general pruning of trees, shrubs and bushes; planning and planting a vegetable garden; annuals and perennials; spring care of lawns; and general pest, disease and weed control.
Instructor Wes Porter is a professional horticulturalist, consultant and writer with 25 years experience over three continents and recently returned from two years as a senior lecturer in Nigeria. Well-known as a contributor to several national and local publications, he is a member of the Garden Writers Association of America and is himself a city gardener.

Wed. 7 to 10 p.m. St. James Campus
12 hours Fee: $40.00
April 3 to 24

Landscaping GARD 808

New homeowners or those wishing to replant their old gardens receive intensive instruction in how to prepare their own personalized plan of home landscaping, with special reference to plant materials suitable to the Toronto area. Topics covered include: the purpose of landscaping; perennials, vines, roses, annuals and bulbs; construction details of patios, fences and walkways; purchasing and sources of material; installation methods; and maintenance by a gardener's calendar. Students should bring a notebook, sharp pencils, straight edge, eraser, lot and house plan (if available), photos of back and front of house looking towards and away from it, graph paper, drawing paper and tracing paper.
Instructor: Wes Porter
Enrolment limited.

Sat. 10 a.m. to 4:30 p.m. St. James Campus
12 hours Fee: $40.00
May 4 and May 11

Vegetable Gardening GARD 806

This course introduces the student to intensive vegetable growing techniques which enable the maximum harvest from the smallest area, from March until December, without the use of glass or plastic. Topics covered include: planning; seed purchase from catalogues and other sources; ground preparation; organic matter and fertilizers; planting out — early, mid-season and late; organic and chemical pest and disease control; and harvesting and storing.
Instructor: Wes Porter

Mon. 7 to 10 p.m. St. James Campus
12 hours Fee: $40.00
April 15 to May 6

Gardening in the City — Summer GARD 805

This course examines methods of garden care and maintenance in the summer months. Topics covered include: general care of annuals, perennials and lawns with special emphasis on proper irrigation and watering; care of deciduous and evergreen trees and shrubs as well as fruit trees and bushes; cropping and continuous sowing of vegetable gardens; selecting and buying tools and power equipment; and planning for fall plantings of bulbs, trees and shrubs.
Instructor: Wes Porter

Wed. 7 to 10 p.m. St. James Campus
12 hours Fee: $40.00
June 5 to June 26

THE SATOK SCHOOL OF THE ARTS

The **Satok School of the Arts** was founded in 1981 by artist/muralist Ronald Satok, and his son, author/musician Michael Satok-Wolman. Mr. Satok is currently working on his Doctorate in Art and Art Education at Columbia University, where he has studied mime and acting-directing. Mr. Satok-Wolman studied physiological psychology at York University.

All classes take place at The Satok School located at 312 Adelaide St. W., Ste. 202... an attractive warehouse loft in the heart of Toronto's Queen Street arts community.
Participants are encouraged to wear casuals.

Art through Awareness and Action CES 822

These workshops introduce the student to a unified multi-arts vocabulary, combining body awareness and movement with music mime and dance, shape and colour, and large format acrylic painting, all related and experienced as interdependent aspects of the same artistic process.

Topics explored include: the relationship of body movement to geometric shapes; the connections between shapes, colour and rhythms; and the essential similarities of dance-form, musical style, and visual representation.

This course helps to dissolve many obstacles surrounding self-expression, and to restore the natural confidence needed to fulfill many creative aspirations.

Tues. 7 to 9 p.m., 20 hours
Fee: $90.00 Materials: $10.00
April 23 to June 25
Register at St. James Campus

For more information, please call
(416) 967-1212
ext. 3239 or 3241.

Day Classes: Classes start continuously. Adjustments are made for holidays.

Evening Classes:
Classes are held on Mondays and Wednesdays.

For information on start dates for Real Estate courses phone 967-1212, ext. 3218.

Real Estate

An Introduction to Real Estate Segment I — RE 900A

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction. Textbook extra.

Day: 6 hours daily 8:30 a.m. to 3:30 p.m.
Night: 3 hours daily 6:30 to 9:30 p.m.
Adelaide Campus 30 hours
Starts continuously

An Introduction to Real Estate — Segment II — RE 900B

Prerequisites: Evidence of completion of Segment I; 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale. Textbook extra.

Day: 6 hours daily 8:30 a.m. to 3:30 p.m.
Night: 3 hours daily 6:30 to 9:30 p.m.
Adelaide Campus 60 hours
Starts continuously

An Introduction to Real Estate — Segment III — RE 900C

Prerequisites: Evidence of completion of: Segment II: 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation. Textbook extra.

Day: 6 hours daily 8:30 a.m. to 3:30 p.m.
Night: 3 hours daily 6:30 to 9:30 p.m.
Adelaide Campus 60 hours
Starts continuously

Principles of Appraisal — RE 903

Course Content: The purposes and functions of real estate appraisal; the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis; site valuation and problems; introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates; accrued depreciation; problems relating to the cost approach (land and building valuation); introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Real Property Law — RE 905

Course Content: History of real property law; rights and limitations of ownership; estates in land; interests less than estates; leases; convenants; transfer of interests in land; role of real estate agent; mortgage law; contract law; use of real estate forms; the lawyer and the agent; Real Estate and Business Broker's Act; Condominium Act; Planning Act; Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act; review. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Commercial Real Estate — RE 904

Course Content: Scope of the commercial investment field; the municipality, planning and zoning; development of the region; feasibility studies; the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint. Fee includes exam fee. Textbook extra.

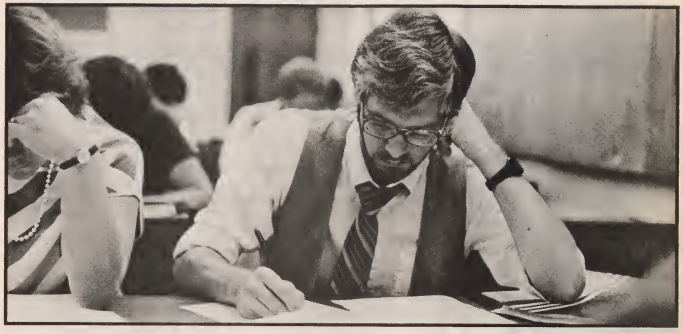
Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Principles of Mortgage Financing — RE 902

Course Content: Mortgage terminology; mortgages as an investment; the mortgage market; types of mortgages and lenders; the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals. Fee includes exam fee. Textbook extra.

Day: 4 hours daily 8:30 a.m. to 12:30 p.m.
Night: 4 hours daily 6:00 to 10:00 p.m.
Adelaide Campus 40 hours
Starts continuously

Note: Register for real estate courses at 258 Adelaide St. E., first floor. Office hours: 8 a.m. to 4 p.m.



Medical Terminology I — ANAT 100X

This course includes the following topics: terminology related to normal structure and functions of various body systems; introduction to terminology related to disease states; and introductory overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 9 to June 11

Mathematics I — MATH 100X

Course Content: Fundamental concepts and operations of arithmetic and algebra, functions and graphs, trigonometric functions, linear equations, algebraic factoring and fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 23 to August 1

Mathematics II — MATH 200X

Prerequisite: MATH 100X — Mathematics I, or equivalent.
Course Content: Binomial theorem, trigonometry, analytic geometry, differential calculus, integral calculus.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $90.00
April 23 to August 1

Mechanics

Mechanics I — MECH 100X

Prerequisite: MATH 100 — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

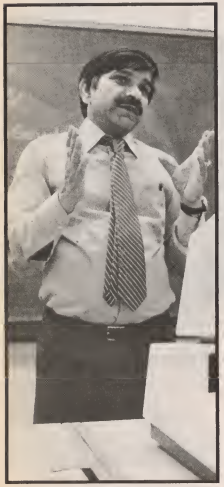
Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $60.00
April 22 to July 3

Mechanics of Materials — MECH 110X

Prerequisite: MATH 200 — Mathematics II, and MECH 100 Mechanics I.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; thin cylinders and joints; resilience; torsion, combined stresses.

Mon. & Wed. 7 to 10 p.m.
60 hours Fee: $60.00
April 22 to July 3

For more information about Math & Science courses, please call 967-1212, ext. 2484.



Introduction to Electronic Data Processing PRGM 970

Prerequisite: Grade 12 Mathematics at General Level.
Course Content: This course includes: computer logic through simulation; brief history of computers; impact of computers on society; elements of computer systems particularly with respect to microcomputers; hands-on experience with PET Commodore 4032; computer applications using software involving word processor, data base and spread sheets (Visicalc). This course is equivalent to the credit course EDP 105.

***For more information** about this course, please call 967-1212, ext. 2481.*

Tues. and Thurs. 5 to 7 p.m. Kensington Campus
30 hours Fee: $30.00
April 9 to May 28

Introduction to Data Processing EDP 100X

This course introduces the student to the various components of a computerized data processing system with emphasis on computer programming using the BASIC programming language. There is extensive use of the computer to write BASIC programs for business applications. Specific topics are: information systems, BASIC programming, computer system usage, looping constructions, input and output specifications, arithmetic operations and functions, one-dimensional and two-dimensional arrays, top-down design, built-in functions.

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Mon. & Wed. or Tues. & Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $50.00 Materials: $10.00 and purchase of text.
April 22 or 23 to June 26 or 27

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Tues. and Thurs. 6 to 9 p.m. St. James Campus
60 hours Fee: $60.00 Materials: $5.00 and purchase of text.
April 23 to June 27

Microcomputers

Introductory Microcomputer Programming PRGM 925

Course Content: Introduction to the microcomputer; hands on experience; developing elementary graphics programs. Writing running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

***For more information** about this course, please call 967-1212, ext. 2481.*

Mon., Tues., Wed., or Thurs. 7 to 10 p.m.
Sat. 1 to 4 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 8, 9, 10, 11, 13 to June 17, 11, 12, 13, 15

Mon. & Wed. or Tues. & Thurs. 6 to 9 p.m.
Kensington Campus
30 hours Fee: $30.00
July 8 or 9 to August 12 or 8

Microcomputers in Business EDP 800

Prerequisite: Familiarity with microcomputers and general business procedures and bookkeeping.
Course Content: Microcomputers are used in myriad activities ranging from typical applications such as printing mailing labels, creating personalized letters on a word processing system, and handling general ledgers, accounts receivable, accounts payable, order entry, and inventory control tasks, to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehensive information.

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Sat. 9 a.m. to 1 p.m. or 2 to 6 p.m.
St. James Campus
44 hours Fee: $89.00 Materials: $8.00
April 20 to June 2

Advanced Microcomputer Programming Techniques PRGM 955

Prerequisite: PRGM 935, Microcomputer Programming Techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; structured programming using Waterloo BASIC, program maintenance, use of the system monitor, binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language.

***For more information** about this course, please call 967-1212, ext. 2481.*

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00
April 9 to June 11

Computer Literacy (An introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

***For more information** about this course, please call 967-1212, ext. 3289/3290.*

Wed. 5:30 to 8:30 p.m. St. James Campus
15 hours Fee: $65.00 Materials: $10.00 and purchase of text.
April 24 to May 22

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free micro-computer courses this spring and summer.

Computers in the Community is designed to meet the special needs of women, unemployed and low-income adults, immigrants, and the disabled.

Seven-week courses and one-day workshops will be offered May 6 to June 21 and an intensive four-week program from July 8 to August 2.

Courses are offered in the afternoons, evenings, and Saturdays in these areas:

Keyboarding Skills/Data Entry
Word-Processing
Computerized Accounting
Business Applications on a Micro
English & Math on a Micro
Career Counselling
Computer Drop-In Centre

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street after noon at **863-0498.**

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

***For more information** about this course, please call 967-1212, ext. 2481.*

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00
April 8 to June 17

Micro-ordinateur Débutant PRGM 925A

For course description, see page 39.

Micro-ordinateur Intermédiaire PRGM 935A

For course description, see page 40.

Microcomputer Applications — Introduction to Spreadsheets PRGM 967

Course Content: This course covers the following topics: introduction to microcomputers and applications; operation of the Kaypro II computer; introduction to spreadsheets; applications; advanced features of Perfect Calc; individual projects.

***For more information** about this course, please call 967-1212, ext. 2481.*

Tues. and Thurs. 6:30 to 8:30 p.m.
Casa Loma Campus
16 hours Fee: $105.00
April 9 to May 2

Languages

Microcomputer Machine Language Design PRGM 965

Prerequisite: PRGM 955 — Advanced Microcomputer Programming Techniques.
This course provides a logical follow-up to PRGM 955 and provides a deeper understanding of the capabilities of microcomputer languages.
Course Content: The topics in this course include: the planning of an assembly language project, program structure, typical programming methods and examples, analysis of commercially available math programs, use of the disk and other PET subroutines from within assembler language, the building of "wedges" and the use of an assembler

Mon. & Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $30.00
April 8 to May 29

An Introduction to the Programming Language FORTH PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming, or equivalent.
This course teaches programming techniques in FORTH with special consideration to time efficiency, space efficiency and transportability.
Course Content: This course covers the following topics: characteristics of the FORTH language; variables, constants and other programming constructs; stacks and postfix notation, stack manipulation; character and line editing commands, use of disk by FORTH; simple and compound conditional statements; control loops; input and output (disk access command, output command, string manipulation, etc.).

For more information about this course, please call 967-1212, ext. 2481.

Tues. and Thurs. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $75.00
April 9 to May 28

COBOL I EDP 101X

Prerequisite: EDP 100X or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

For more information about this course, please call 967-1212, ext. 3289/3290.

Tues. & Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 23 to June 27

COBOL II EDP 200X

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

For more information about this course, please call 967-1212, ext. 3289/3290.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $50.00 Materials: $10.00
and purchase of text.
April 23 to June 27

Introduction to dBASE II PRGM 994

This hands-on course will be of interest to beginners and self-taught users. You will learn the capabilities, limitations and constraints of the system as well as the key commands, and how to construct and use dBASE II applications.

For more information about this course, please call 967-1212, ext. 3289/3290.

Mon. 6 to 9 p.m. St. James Campus
15 hours Fee: $95.00 Materials: $5.00
May 27 to June 24

An Introductory Course in Structured BASIC PRGM 927

Course Content: This course covers the following topics: Characteristics and advantages of structured programming; introduction to the PET and Waterloo BASIC; arithmetic in BASIC; input/output through simple files, data-based design; the structured approach to conditions and decisions; Waterloo's looping commands and repetition; modular debugging; planning a structured program; programming efficiency and style.

For more information about this course, please call 967-1212, ext. 2481.

Thurs. 7 to 10 p.m. Kensington Campus
30 hours Fee: $75.00
April 11 to June 13

Introduction to FORTRAN PRGM 969

Prerequisite: PRGM 935 or equivalent.
This course covers: introduction to FORTRAN; computer and binary arithmetic; input, output and control statements; loops; arrays; formatting; subroutines; algorithms.
The course will be taught in our new facility utilizing two VAX 725 C.P.U.s in a local area network.
Enrolment is limited to 14 students.

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $75.00
April 10 to June 12

Chinese Cuisine (Dim Sum) F900

点心科的课程为期十週，每週一晚，每晚四小時。
学習種類包括：虾餃，燒賣，鲍魚虾肉，假蟹黃，北京水餃，
羌蕙水餃，粉菓，煮粉菓，咸水肉，鹹雞，蓮蓉包，义燒包，
鸡能，椰汁糕，西米布甸，杏仁豆腐，及蛋球等。
教授方法是首先由名点心師傅示範，继由学生在本校中
菜部製作。

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
April 10 to June 12

Certificate in Haute Cuisine

This program is designed to meet the ever-growing demand for knowledge and practical experience in the creation of fine food in the home. The program consists of 7 courses, starting with Basic Small Quantity Food. It will give the student the opportunity to apply the principles of cooking using raw materials with tested recipes under the guidance of skilled chefs.
The program is followed in sequence by Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student, on satisfactory completion of each course, will receive a certificate of competence, and on completion of five courses will be awarded a Certificate in Haute Cuisine.

Cooking

Vegetarian Cooking F 835

Course Content: An introduction to vegetarian cooking including identification and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling. Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $53.00 Materials: $40.00
April 11 to June 13

Chinese Cuisine (Cantonese) F 901

Course Content: In this course, the student learns the cooking techniques and the preparation of food, Cantonese-style. Among the techniques used are: handling of Chinese cleavers and knives, cooking with different types of wok and the cooking temperatures for various foods. Learn the use of flour, starches, oil and spices and prepare a number of recipes with beef, poultry, seafood and vegetables. Students also learn to prepare a number of popular Cantonese sauces (beef tenderloin sauce, sweet and sour sauce, barbecue sauce and others) as well as several types of soups. All food preparation is first demonstrated by the teacher and then prepared by the students in the Chinese cuisine lab. About 17 different recipes are prepared during the ten-week course.

Mon. 6 to 9 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
April 8 to June 17

Chinese Cuisine (Dim-Sum) F 900

In this course, the student learns to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared by the students are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, dumplings, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste and red bean paste buns, B.B.Q. steamed buns, chicken buns, coconut pudding, sago pudding, agar agar almond flavoured pudding, egg puffs and others.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $80.00
April 9 to June 11

Wines and Spirits

Appreciation of Wines F 807

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines. Enrolment limited.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $95.00
April 8 to June 17

Advanced Wine Appreciation F 811

Prerequisite: Appreciation of Wines, F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. Tasting and sampling will be part of the prescribed course. Enrolment limited.

Wed. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $155.00
April 10 to June 12

Junior Gourmet Cooking F 815

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Sat., 10 a.m. to 1 p.m. Kensington Campus
30 hours Fee: $47.00 Materials: $40.00
April 6 to June 8

Mixology (Cocktail Bartending) BAR 503X

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks. Enrolment limited.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $60.00
April 8 to June 17

Meat Cutting

Retail Meat Cutting Theory — MC 613X

Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
April 9 to June 11

Meat Cutting for the Home Enthusiast — F 817

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The students will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $58.00 Materials: $100.00
April 8 to June 17

Baking

Baking (Advanced) — BK 634X

Prerequisite: Basic Baking BK 610X.
The course takes the advanced part of pastry and desserts and allows the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombes, souffles, tortes, gateau, the true art of French pastries and their presentation.

Wed. 6 to 10 p.m. Kensington Campus
40 hours Fee: $40.00 Materials: $70.00
April 10 to June 12

Cake Decorating

Cake Decorating — BK 639X

Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hands-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant"

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00
April 9 to June 11

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of personnel. The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 8 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management, or Culinary Management. For information concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.
A TEXTBOOK IS REQUIRED IN MOST COURSES.

Purchasing for Hospitality — ACC 108X

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $25.00
(includes price of text)
April 11 to June 13

Food Service Facilities Development Planning and Design — FSF 900

A course for experienced operators of food service facilities, developers or designers. The course investigates the steps in the development of a food service facility and the professionals who are involved in this process. Management of the overall progression of events as well as the details of these individual events are discussed by the course instructor and industry representatives. Assignments, case studies and a group project involving student teams will be required and performed by students. Upon successful completion of the program, each participant will be able to manage the activities of the planning team, prepare a preliminary specifications list, apply principles of design and layout, select the most appropriate equipment for a food service facility. Topics include: analysis of economic feasibility, site selection, construction problems and techniques, capital costs, selection of equipment, interior design, business practices of the professional consultants, and emerging trends in hospitality facilities. Enrolment is limited.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $10.00
(includes price of text)
April 8 to June 17

Food and Beverage Cost Control — ACC 210X

Course Content: To understand the essential principles and procedures of effective food and beverage control.
Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $15.00
(includes price of text)
April 8 to June 17

Front Office Operation — HIND 222X

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
April 11 to June 13

Hospitality Law and Insurance — LAW 204X

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collection; Partnerships; Corporations; Leases; Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics: Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Inn Keepers Act, the Liquor Licence Act and multitude of regulations affecting the operations of hotels and restaurants.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
and purchase of text.
April 8 to June 17

How to reach us:
967-1212
All departments are connected to this central number. For general information, ask for Information Services.

Hospitality Accounting — ACC 207X

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $20.00
(includes price of text)
April 10 to June 12

Hospitality Personnel — PERS 202X

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
April 9 to June 11

Marketing for the Hospitality Industry — MARK 208X

Course Content: To learn to deal effectively and decisively with marketing problems, thereby avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing Tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $10.00
April 10 to June 12

How to Start a Restaurant — SBM 900

Course Content: This course is intended to brief the student on the many areas of concern when planning and/or operating a new food service facility. The areas explored are: developing the concept, defining the marketing strategy, menu planning, business organization and human resources, food facility layout and design, financial planning, controlling the cost of food, beverage and labour. This introductory course provides the student with the insight into the more specific management courses offered in this series.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $30.00 Materials: $5.00
April 11 to June 13

Dining Out: A Tour of Toronto Restaurants — F 831

Course Content: Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Tues. 6 to 10 p.m. Kensington Campus
20 hours Fee: $53.00
April 16 to May 14

The summer School of Dance at George Brown College is designed for serious dance students who wish to improve their technique through intensive study with professional artists. Under the careful direction of Lois Smith, the School has established a solid reputation for its commitment to excellence... excellence visible in technical as well as artistic achievement.

With the same dedication to high standards which led to her acclamation as Canada's first Prima Ballerina, Lois Smith has remained constant in her belief that balletic artistry implies much more than technical proficiency. A career which has spanned more than 30 years and which has encompassed many of the world's great stages, has served to strengthen this conviction. In the proven tradition of master and apprentice, Lois Smith offers students of dance an opportunity to benefit from her unique experience and to share in her vision of artistic competence.

For senior students, the Summer School culminates in a series of public performances. Through these performances, in an atmosphere of professional integrity, students are made more aware of the implicit nature of their craft.

The George Brown College

School of Dance

Lois Smith, Artistic Director

The Programs

SENIOR DIVISION

July 1 to August 9, 1985
Six weeks, 26-30 hours per week. Intermediate and Advanced levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Variations, Modern, Jazz, Spanish (Intermediate), Pas de Deux (Advanced), Rehearsals and Performances.

FEE: $575

ELEMENTARY DIVISION

July 1 to 26, 1985
Four weeks, 21 hours per week Pre-Elementary and Elementary levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Modern, Jazz, Spanish, and Workshop.

FEE: $425

JUNIOR DIVISION

July 1 to 26, 1985
Four weeks, 18 hours per week.

- *12 and 13 years old with 4 to 5 years previous training. (Group A)*
- *10 and 11 years old with 2 to 3 years previous training. (Group B)*

CURRICULUM: Ballet, Pointe (Group A), Stretch (Group B), Mime, Jazz and Spanish.

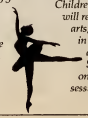
FEE: $425

CHILDREN'S DIVISION

July 1 to 12, 1985
Two weeks, three hours daily
July 15 to 26, 1985
Two weeks, three hours daily

- *Creative Movement: 6 to 7 years old with no previous experience necessary*
- *Children's Ballet: 8 and 9 years old with 1 to 2 years previous experience.*

CURRICULUM:
Children's Division students will receive classes in visual arts, theatre arts and music in addition to their daily dance instruction. Students may take either one or both two week sessions.



FEE: $175 (each two week session)

ADULT DIVISION

Recreational classes for adults in ballet and jazz technique are offered Monday through Thursday evenings. Classes for novices and experienced dancers are offered.

July 1 to August 9, 1985
Six weeks, variable hours
Four levels of Ballet Technique and two levels of Jazz Technique.

FEES: one class per week: $ 48
two classes per week: $ 85
three classes per week: $120
four classes per week: $150

For more information about George Brown's School of Dance, please call 363-9945.

Mail-in Registration Application

Mail the completed registration application and payment to:
Campus Admissions Office, **Part Time Courses**
The George Brown College of Applied Arts & Technology
P.O. Box 1015, Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.
Mail-in registrations should be received by the College at least two weeks before the course starts.

PLEASE PRINT CLEARLY — **FOR MAIL REGISTRATION ONLY** — **COMPLETE ALL BLOCKS** — **USE THIS FORM FOR ONE COURSE ONLY**

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN, PERM. RES., STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE | DATE | DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

PLEASE PRINT CLEARLY — **FOR MAIL REGISTRATION ONLY** — **COMPLETE ALL BLOCKS** — **USE THIS FORM FOR TWO COURSES ON SAME CAMPUS**

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN, PERM. RES., STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

George Brown The City College

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + | MATERIAL FEE $ = | PAYMENT $

STUDENT SIGNATURE | DATE | DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

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Considering returning to school full-time ?

These George Brown College diploma programs start in September:

Health Sciences and Community Services Division
Fitness Instructor
Early Childhood Education
Activation Co-ordinator
Child Care Worker
Addiction Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Diploma Nursing
Refresher for the RN
Registered Nurse
— Critical Care Nursing
— Operating Room Nursing
— Neonatal Intensive Care
Chiropody

Architectural Technology Division
Civil Engineering Technician
Construction Engineering—Management
Mechanical Engineering
— Machine Design
— Tool Design
Stationary Power Plant Engineering
Air Conditioning—Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician — Drafting
Architectural Technology
Residential Construction Management

Business Division
Business General
— Accounting
— Data Processing
— Marketing
Business General
Physical Distribution
Business Administration
— Accounting
— Data Processing
— Marketing
Computer Programmer
Business Diploma — Insurance
Property Management
Retail Management
Sales
Secretarial Arts — General
Office Systems Administration
Secretarial Arts — Legal
Court Reporting
— Shorthand
— Stenomask
Executive Receptionist
Secretarial Arts
— Word Processing
— Word Processing Operator
— Word Processing — Legal

Electro-Mechanical Division
Welding Specialist
Instrumentation Engineering Technician — Industrial
Instrumentation Engineering Technology — Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
— Technician — Design
Mechanical Engineering Technician
— Toolmaking
— Drafting Design
— CAD/CAM
Welding Technician

Academic Division
Dance Training
Theatre Arts
Energy Conversion Technology

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gemmology*
Gem Setting
Commercial Ceramics
Hand Engraving
Watchmaking
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design
Graphic Sign Design & Production

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

*Pending approval

We also have more than 60 shorter certificate programs offered throughout the year in: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training.

For more information, call 967-1212 and ask for Information Services.

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Toronto, Ont.

Where to find us

Admissions offices' hours for registration:

Casa Loma Campus
160 Kendal Avenue
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

The George Brown Theatre
530 King St. E.

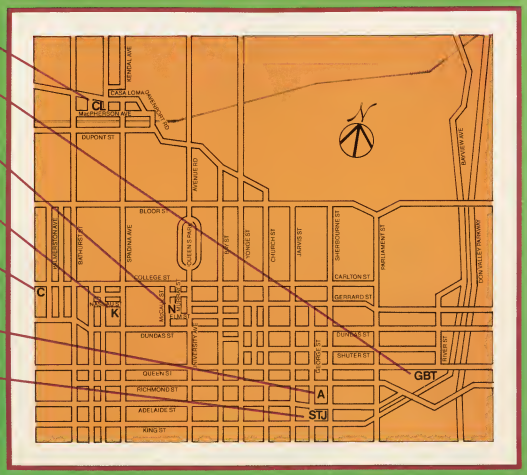
Nightingale Campus
2 Murray Street
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

Kensington Campus
21 Nassau Street
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

College Street Campus
507 College Street
Mon. to Fri., noon to 4:30 p.m.
Call The Admissions Office for extended hours

Adelaide Campus
258 Adelaide Street E.
Mon. to Fri., 8 a.m. to 4 p.m.

St. James Campus
200 King Street E.
Mon. to Thurs., noon to 6 p.m.
Fri., 8 a.m. to 4:30 p.m.



During the peak registration period from March 1 to April 26, Admissions offices' hours will be extended to 7:30 p.m., Monday through Thursday, at all campuses except College Street.

George Brown
The City College

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